



## Coshocton County Board of Health Minutes

November 21, 2025 @ 5:30 PM

Location: 637 Chestnut Street, Coshocton OH (Community Room)

The Coshocton County Board of Health met in regular session on **Thursday, November 21, 2024** in the Community Room located at 637 Chestnut Street, Coshocton. Staff members attending: Nicole Shroyer - Fiscal Administrator, Brittany Taylor - WIC Director, Zach Fanning - Director of Environmental, Tammy Smith - Director of Nursing /Clinics, Stephanie Slifko - Emergency Response Coordinator/Accreditation Coordinator, Kristina Bell- Health Commissioner. Present as public attendees: Mary, representing WTNS.

~~The meeting was called to order by President, Don Wells at 5:30 p.m. by a roll call vote. Board members present: Don Wells, Linda Weber, Dr. Stephanie Richcreek, Dr. Jeff Poland and Lisa Spillman.~~

**Roll Call** – Board Vice President, Dr. Poland, called the meeting to order at 5:30 pm. Board members present were: Mr. Wells, Dr. Stephanie Richcreek, Linda Weber and Lisa Spillman.

### Administrative

**Minutes** – Lisa Spillman moved and Dr. Richcreek seconded a motion to approve the minutes of the October 17, 2024 regular Board Meeting - Roll call Dr. Poland-yes, Don Wells-abstain, Linda Weber-abstain, Lisa Spillman-yes and Dr. Richcreek yes. Motion carried

**Amended Minutes** – Dr. Richcreek moved and Lisa Spillman seconded a motion to approve the amended minutes of the September 19, 2024 regular Board Meeting - Roll call Dr. Poland-yes, Don Wells-abstain, Lin Weber-yes, Lisa Spillman-yes and Dr. Richcreek yes. Motion carried

### Fiscal

**Detailed Trial Balance** – Linda Weber moved and Lisa Spillman seconded a motion to accept the Detailed Trial Balance for the month ended October 31, 2024. Roll call was unanimous. Motion carried

- Dr. Poland raised concern about the revenue generation related to the clinic. He stated that in the month of October the expenses exceeded the generated revenue. Tammy Smith provided information related to purchasing of vaccine and reimbursement from Medicare. Discussed the hope to increase revenue once we are fully staffed and providing services five days per week. Dr. Poland concerned if raises will be in the 2025 budget.

**Resolution 2024-34** – Lisa Spillman moved and Linda Weber seconded a motion to approve Resolution 2024-34, a resolution Approving Current Expenses. Roll call was unanimous. Motion carried.

**Resolution 2024-40** – Don Wells moved and Dr. Richcreek seconded a motion to approve Resolution 2024-34, a resolution Approving Current Expenses. Roll call was unanimous. Motion carried.

## 2024-14 Current Expenses

019-0100	Maternal and Child Health	10,354.42
020-0100	District Health	700.89
020-0500	Enhanced Operations 23	
020-0801	Workforce Development Grant 23	240.22
021-0100	Swimming Pools	
022-0100	WIC	
024-0100	Private Water	870.00
025-0100	Construction & Demolition Debris	
026-0100	Campgrounds	
028-0100	Food Service & Retail Food Establishments	
130-0100	Solid Waste – CFLP Grant	
130-0200	Solid Waste – Non Grant	
131-0100	Household Sewage Treatment Systems	17,929.30
132-0300	Public Health Emergency Preparedness	114.40
	<b>Total</b>	<b>\$30,209.23</b>

019-0100	Maternal and Child Health	4402.22
020-0100	District Health	7513.49
020-0500	Enhanced Operations 23	
020-0801	Workforce Development Grant 23	835.87
021-0100	Swimming Pools	
022-0100	WIC	906.38
024-0100	Private Water	700.00
025-0100	Construction & Demolition Debris	
026-0100	Campgrounds	
028-0100	Food Service & Retail Food Establishments	
130-0100	Solid Waste – CFLP Grant	
130-0200	Solid Waste – Non-Grant	
131-0100	Household Sewage Treatment Systems	
132-0300	Public Health Emergency Preparedness	114.40
	<b>Total</b>	<b>\$14,472.36</b>

**Resolution 2024-37** – Lisa Spillman moved and Linda Weber seconded a motion to approve Resolution 2024-37, a resolution appropriating additional monies within the District Health Fund for MRC STTRONG Grant. Roll call was unanimous. Motion carried.

Unappropriated Funds	To	MRC STTRONG	020-0100-4008.00	\$6890.00
----------------------	----	-------------	------------------	-----------

## **Program Updates**

**Environmental:** Zach Fanning submitted his report in the board packet and presented the following:

1. Food Fees first reading (Resolution 2024-38)
  - a. Public hearing December 19, 2024. Sent out for the 30-day notice, no comments yet. Fees are at what our costs are. Will be requested for approval at next meeting.
2. Monthly updates
  - a. Zach provided report. Well permits are at 72, that is the same amount as last year. Sewage permits are down right now, averaging at 56. Tattoo parlors have been sent and will be due December 31<sup>st</sup>. New solid waste renewals will be sent out. Discussion on the drought and wells.

**Public Health Nursing:** Tammy Smith submitted her report in the board packet and presented the following:

### **Motion to post and hire RN/LPN for the clinic & communicable disease investigation.**

Linda Weber moved and Dr. Richcreek seconded a motion to approve to post and hire for the clinic nurse. Roll call was unanimous. Motion carried.

1. CMH open position
  - a. Name changed to Complex Medical Help Program- revenue generating position.
2. Post & hire full-time for LPN/RN for clinic services.
  - a. Mandated to investigate communicable disease but no reimbursement. LPN fill this part as well. Linda thanked Dr. Richcreek to help fill the void. Dr. Richcreek stated they had homebound scheduled to fill the gap.
3. Monthly updates
  - a. Tammy provided written report

**WIC:** Brittany Taylor submitted her report in the board packet and presented the following:

**Resolution 2024-35 to rescind Coshocton County Board of Health Resolution 99-2** establishing a WIC reserve account. Linda Weber moved and Dr. Richcreek seconded a motion to rescind Resolution 99-2. Motion passed.

**Motion to approve 2025 Ohio Buckeyes Buckle Contract.** Linda Weber moved and Dr. Richcreek seconded a motion to approve the 2025 Ohio Buckeyes Buckle contract with Tuscarawas County Health Department. Motion passed.

1. Advised that the position of WIC Breastfeeding Coordinator (has been an open spot for 2 years) has never been filled and was approved to post and hire two years ago. Will be advertising again.
2. Monthly updates for WIC
  - a. Brittany provided report. Brittany discussed WIC Currently Certified Participants for October was 671. Brittany discussed WIC is in the planning stages of the Nutrition Fair for National Nutrition Fair in March. WIC is collaborating with Head Start, OUS extension, and CRMC to promote how each of our programs promote nutrition and the impact they have on the children for their future in Coshocton County.
  - b.

**PHEP & Accreditation:** Stephanie Slifko submitted her report information to the board and presented the following:

**Motion to approve PHSCO Contract for Services** Lisa Spillman moved and Linda Weber seconded a motion to approve the contract for services with PHSCO. Motion passed.

**Resolution 2024-39 PHSCO Membership** Linda moved and Dr. Richcreek seconded a motion to approve resolution 2024-39 becoming a member of PHSCO. Motion passed

1. PHSCO Contract
  - a. Kris reviewed the contract and discussion on what the focus will be for assistance with accreditation.
2. Monthly updates
  - a. Trainings and continuing conversations with LEPC.
  - b. Applied NACCHO MRC grant to help offset staffing to provide health education. Building volunteers is key for a local emergency need.
  - c. Training in Tuscarawas County for public information officer introduction
  - d. PHEP deliverable for the county tabletop exercise is scheduled for January 16<sup>th</sup>. Deliverables are caught up until February.
  - e. 2 quality improvement projects for accreditation. Vehicles is a QI project. Evaluate the data that we have to present to the board for the usage of the vehicles.
  - f. Kris shared that she is working to charge to the correct lines and grants and working on the policy book. It will help a lot to charge the correct lines instead of the general funds.
  - g. Linda questioned emergency preparedness in Coshocton County. Stephanie explained we are prepared for public health, how we can help first responders. We are here to focus on reunification and tracking and here for that support. Working since we have merged to help fill the gaps and figuring out our flow and services that we provide.
  - h. Accreditation
    - i. Deadline days. QI projects, fun committee- agency development, identify needs, etc. meeting with staff, setting deadlines. Domain 6 is complete and planning to upload the 1<sup>st</sup> week of December and upload as we complete each domain. Attached the flyer from Kane learning from the staff training and staff feedback, what health equity means, how we can do more. Finished up cleaning out the old building. Chaired the united way campaign to show our partnership and appreciation. 70 documents packaged (49%)

**Health Commissioner:** Kristina Bell presented the following updates to the board:

**Motion to approve Retention Bonus for staff** Linda Weber moved and Don Wells seconded the motion to approve the retention bonuses from the Public Health Workforce Development FY23 grant. Motion passed.

**Resolution 2024-36 Fiscal Administration** Linda Weber moved and Lisa Spillman seconded the approval of Resolution 2024-36 Fiscal Administration. Motion passed.

1. Public Health Workforce FY23 staff retention bonus
  - a. Up to 3% no more than \$1,500. Kris believes the staff stuck it out and deserve and the money has already been approved.

Employee Name	Title/Job Classification	Employee annual gross salary 2024 (not including fringe)	3% of annual gross wage	Actual Amount of Bonus (limit \$1,500)
Kristina Bell	Health Commissioner	\$83,200.00	\$2,496.00	\$1,500.00
Albertson, Tina	Clerk/Billing	\$26,033.28	\$781.00	\$781.00
Shroyer, Nicole	Fiscal Administrator	\$58,240.00	\$1,747.20	\$1,500.00
Christmas, Jesse	Registered Environmental Health Specialist	\$50,731.20	\$1,521.94	\$1,500.00
Elson, Olivia	Health Educator	\$43,680.00	\$1,310.40	\$1,310.40
Fanning, Zach	Director of Environmental Health	\$63,336.00	\$1,900.08	\$1,500.00
Franks, Mckenna	Clerk/Vital Statistics	\$32,240.00	\$967.20	\$967.20
Lawrence, Kristin	Breastfeeding Peer Helper	\$14,040.00	\$421.20	\$421.20
Slifko, Stephanie	Accreditation & PHEP Coordinator	\$63,336.00	\$1,900.08	\$1,500.00
Smith, Tammy	Director of Nursing	\$66,560.00	\$1,996.80	\$1,500.00
Thompson, Denise	Public Health Nurse	\$36,569.00	\$1,097.07	\$1,097.07
Tyalor, Brittany	WIC Program Director	\$52,416.00	\$1,572.48	\$1,500.00
Virostko, Alishia	Public Health Nurse	\$26,481.00	\$794.43	\$794.43
Webster, Tonya	WIC Nurse	\$49,558.60	\$1,486.76	\$1,486.76

3. Committees
  - a. Bring committees back together as we begin to review budgets. Policy manual is about 70% reviewed.
  - b. Lisa questioned appropriations. Complete appropriations in December and amend in January.

**Health Educator:** Olivia Elson submitted her board information to the board

1. Linda Weber questioned about the app. Kris shared it is paid through February and will not be renewed in March. The app did not do what CPHD needed it to do.
2. Kris shared Olivia has been working to create a framework of what she will be sharing with the community and working with the directors to meet the needs and fill the educational gaps.
3. Linda Weber shared she wanted CPHD to stay in touch with the state office to get the responses in writing to decrease conflict. Want to be sure we are following what the state and government wants us to do.
4. Kris shared the Bi-weekly state calls and will have record from those meeting notes.

**Old Business**

**Miscellaneous**

**Public Comment**

**Adjourn:** Dr Poland thanked for all we have done. It has been a tough year and looking forward to another year.

Dr. Richcreek moved and Linda Weber seconded a motion to adjourn. Roll call was unanimous. Motion carried. Time was 6:30pm.

Donald G Wells 12/19/24  
Board President, Don Wells Date

Justina Bell 12/23/24  
Board Secretary, \_\_\_\_\_ Date

(Minutes were prepared by KMB)