



## Coshocton County Board of Health Minutes

December 19, 2024 @ 5:30 PM

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

The Coshocton County Board of Health met in regular session on **Thursday, December 19, 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; and Edward ~~Skernett~~, public.

*Skerness*  
**Roll Call:** The meeting was called to order by Vice-President, Dr. Jeff Poland 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.

### Administrative

**Minutes:** Linda Weber 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-yes, Linda Weber-yes, Lisa Spillman-yes and Dr. Richcreek yes. Motion carried

**Medical Director Contract:** Linda Weber moved and Dr. Richcreek seconded a motion to approve the 2025 contract for the medical director. -- Roll call Dr. Poland-yes, Don Wells-yes, Linda Weber-yes, Lisa Spillman-yes and Dr. Richcreek yes. Motion carried

**2025 Budget:** Budget discussion and review of the proposed 2025 budget. The budget for 2025 includes 2 new full-time staff for environmental, a part time PHEP coordinator and moving Stephanie Slifko to a full-time accreditation coordinator to focus on those activities that are ongoing for reaccreditation as well. It includes a 5% wage increase for all current staff. Dr. Poland questions if the new hire staff would get raises. New hires will remain at the current posted rate. Dr. Poland thanked Kris Bell. Lisa Spillman moved and Don Wells seconded a motion to approve the proposed 2025 budget. – Roll Call Dr. Poland-yes, Don Wells-yes, Linda Weber-yes, Lisa Spillman-yes and Dr. Richcreek yes. Motion carried.

**2025 Pay Rate for Current Employees:** Kris Bell proposes 5% increase for all current staff. Raises effective pay period 2. Lisa Spillman moved and Linda Weber seconded a motion to approve the 5% raise for current staff. Roll call Dr. Poland-yes, Don Wells-yes, Linda Weber-yes, Lisa Spillman-yes and Dr. Richcreek yes. Motion carried

**Request to post & hire a full-time Environmental Health Specialist or EHS in training.** Linda Weber moved and Dr. Richcreek seconded a motion to post and hire. Roll call Dr. Poland-yes, Don Wells-yes, Linda Weber-yes, Lisa Spillman-yes and Dr. Richcreek yes. Motion carried

**June Board Meeting date:** The June board meeting falls on 6/19/25 with is the Juneteenth Holiday. Board determined to move this meeting to 6/18/25.

**Coshocton Public Health District Personnel Policy:** Kris Bell provided a first draft of the personnel policy to each board member to begin reviewing. A personnel committee meeting will be held to begin discussion and the policy will be brought to the board in the future for approval.

**Fiscal**

**Detailed Trial Balance:** Lisa Spillman moved and Linda Weber seconded a motion to accept the Detailed Trial Balance for the month ended November 30, 2024. Roll call was unanimous. Motion carried

**Resolution 2024-41 approving current expenses/bill run 12/11/24** – Lisa Spillman moved and Dr. Richcreek seconded a motion to approve. Roll call was unanimous. Motion carried.

**Resolution 2024-43 approving current expenses/bill run 12/23/24** – Lisa Spillman moved and Dr. Richcreek seconded a motion to approve Resolution 2024-34. Roll call was unanimous. Motion carried.

**Resolution 2024-42 Annual Appropriations 2025:** Lisa Spillman motioned and Don Wells seconded Resolution 2024-42. Roll call was unanimous. Motion carried.

019-0100	Maternal and Child Health	1,400.88
020-0100	District Health	4,141.91
020-0500	Enhanced Operations 23	975.55
020-0801	Workforce Development Grant 23	1,447.28
021-0100	Swimming Pools	
022-0100	WIC	
024-0100	Private Water	
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	100.98
	<b>Total</b>	<b>\$8,066.60</b>

019-0100	Maternal and Child Health	1,562.81
020-0100	District Health	5,939.83
020-0500	Enhanced Operations 23	11,631.08
020-0801	Workforce Development Grant 23	
021-0100	Swimming Pools	
022-0100	WIC	587.56
024-0100	Private Water	250.00
025-0100	Construction & Demolition Debris	
026-0100	Campgrounds	

028-0100	Food Service & Retail Food Establishments	85.50
130-0100	Solid Waste – CFLP Grant	
130-0200	Solid Waste – Non-Grant	
131-0100	Household Sewage Treatment Systems	106.24
132-0300	Public Health Emergency Preparedness	114.40
	<b>Total</b>	<b>\$20,277.42</b>

**Program Updates**

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

1. Food Fees second reading & Public Hearing (Resolution 2024-38)
  - a. Edward Skernett attended for the public hearing. He indicated he had questions regarding why his food fees would be raised \$150.00. Zach Fanning addressed his concern and asked what type of facility they have. Edward indicated it was a non-commercial kitchen. Zach Fanning addressed that the cost of his fee is only \$40 for the year. Edward indicated that they misread the chart and he was satisfied with this increase.
2. Monthly updates
  - a. Zach provided report.
3. Landfill licenses need renewed for 2025:
  - a. Coshocton Landfill: Dr. Richcreek motioned and Linda Weber seconded to pass the renewal for Coshocton Landfill. Roll call was unanimous. Motion carried.
  - b. William Albert Landfill: Linda Weber motioned and Dr. Richcreek seconded to pass the renewal for William Albert Landfill. Roll Call- Dr. Poland, yes; Don Wells, abstain; Linda Weber, yes; Dr. Richcreek, yes; Lisa Spillman, yes. Motion carried.

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

1. FCFC-MCHC Annual Contract: Linda Weber moved and Dr. Richcreek seconded a motion to approve the contract for social worker services. Roll call was unanimous. Motion carried.
2. Monthly update: Epi call indicates a statewide increase in hospitalized flu cases. Dr. Richcreek shared that locally the rapid at home COVID tests are not testing positive for the current strain.
3. Has applied for a Coshocton Foundation Grant for mobile ultrasound for the pre-natal clinic.
4. Approval to hire:
  - a. Victoria Prindle, RN (CMH) start date 1/13/25, 40 hours/week at \$24/hour. Dr. Richcreek motioned and Linda Weber seconded the motion to hire Victoria Prindle. Roll call was unanimous. Motion carried.
  - b. Kristen Kennedy, LPN (Clinic/Communicable Disease) start date 1/13/25, 35 hours/week at \$19/hour. Linda Weber motioned and Dr. Richcreek seconded the motion to hire Kristen Kennedy. Roll call was unanimous. Motion carried.

**WIC:** Brittany Taylor submitted her report in the board packet.

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

1. Monthly updates
  - a. PHEP FY26 grant solicitation has recently been released. It will be due in mid-January.
  - b. The southeast region will have an exercise in January.
  - c. Deliverables for PHEP are being completed and turned in early to allow for time to work on accreditation during the late winter/spring.
  - d. 161 days left to turn in documents for accreditation. 55% are packaged; 6 submitted, and 3 and 4 are under review.
  - e. Quality improvement project for accreditation (Wellness & Development Team) are working on programming for staff burnout, retention, and overall wellness. They will be focusing 1st quarter on nutrition and heart health month. Partnering with WIC for the nutrition fair.

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

1. Kris Bell shared Olivia Elson held coffee with the doc at senior center. 35 in attendance. Olivia has worked on planning and committee health assessment. Looking at grant funding that align to put out our messaging. Billboard, newspaper nutrition diabetes. Olivia leading on wellness and development to spearhead the internal and external campaigns. Will work on the tobacco grant.

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

1. ODH Lead Awareness Grant (April 2025 – June 2025) Awarded
  - a. Applied in October offered 15 across the state, gathered data about the housing stock. Fits in with MCHC lead case management. Will see lead campaign April thru June 2025.
2. Coshocton Foundation Grant for Technology (Environmental, Clinics & Education) (applied)
  - a. \$9300 iPads, pencils, keyboard, mobile printers for being in the field. Surveys, educations- slideshow, movie. Able to give information to clients in the field.
3. Committees
  - a. Finance Committee Report: Did not meet
  - b. Environmental Health Report: Met 12/18/24 dr. Richcreek and Don Wells
  - c. Personnel Committee: Did not meet
    - i. Policy draft provided to all board members
  - d. Nursing Committee Meeting: Did not meet
4. Participation in the Miracle on Main Parade
  - a. 9 employees in attendance- get out into the community to put a face to our agency.
5. Letter of Support & partnership with Coshocton County Recycle & Litter Prevention on EPA grant project for tire amnesty event.
  - a. Wanted to partner with us. Wrote a letter of support and could be a resource with some staff present. Waiting to see if they are approved for the grant.
6. Vital Stats changes throughout state effective 4/1/25 birth certificates and 7/1/25 for death certificates.
7. Linda Weber stated she would like for the community to see us as a resource center. We are not going to tell you what to do, we will give options and educate. Want us to be a partner in the community as someone who is going to help not tell you what to do. Going forward- we love our county and we want to reach to them as a partner not as an authoritarian.

**Old Business**

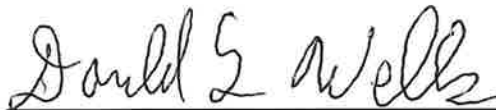
**Miscellaneous**

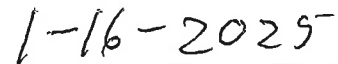
1. Tammy Smith (DON) reported she has written a letter of support for juvenile court to receive funding for summer programming. They would like to partner with CPHD on bike helmets for children as they create a bike club.
2. The clinic is working with the Hope Court to find a better pricing for drug screens by sending them through our lab. The only responsibility for CPHD will be to package and send the samples.

**Public Comment**

**Adjourn:**

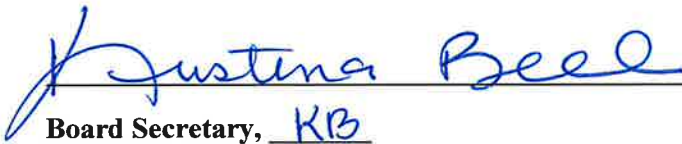
Lisa Spillman moved and Linda Weber seconded a motion to adjourn. Roll call was unanimous. Motion carried. Time was 6:21 pm.





**Board President, Don Wells**

**Date**

  
**Board Secretary, KB**



**Date**

(Minutes were prepared by KMB)