



Coshocton County Board of Health Minutes

January 16, 2025 @ 5:30 PM

Location: 637 Chestnut Street, Coshocton OH

The Coshocton County Board of Health met in regular session on **Thursday, January 16**, 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.

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. *not in attendance*

Administrative

December 2024 Minutes: Don Wells moved and Lisa Spillman seconded a motion to approve the minutes of the ~~January 16th, 2025~~ regular Board Meeting: *December 19th*

- Roll call Dr. Poland-yes, Don Wells-yes, Linda Weber-yes, Lisa Spillman-yes and Dr. Richcreek yes. Motion carried

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 2025-01 approving current expenses/bill run 1/8/2025: Don Wells moved and Linda Weber seconded a motion to approve.

- Roll call was unanimous. Motion carried.

Resolution 2025-04 approving current expenses/bill run 1/22/2025: Lisa Spillman moved and Linda Weber seconded a motion to approve.

- Roll call was unanimous. Motion carried.

Resolution 2025-03 Amended Annual Appropriations 2025: Lisa Spillman motioned and Linda Weber seconded a motion to approve.

- Roll call was unanimous. Motion carried.

019-0100	Maternal and Child Health	175.50
020-0100	District Health	241.16
020-0500	Enhanced Operations 23	
020-0801	Workforce Development Grant 23	
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 – Non-Grant	
130-0200	Solid Waste – CFLP Grant	
131-0100	Household Sewage Treatment Systems	
132-0300	Public Health Emergency Preparedness	45.00
	Total	\$461.66
019-0100	Maternal and Child Health	90.73
019-0300	Adult Health	337.50
019-0400	CB24 Grant	
020-0100	District Health	8,867.25
020-0500	Enhanced Operations 23	3,731.00
020-0801	Workforce Development Grant 23	110.00
021-0100	Swimming Pools	
022-0100	WIC	
024-0100	Private Water	2,435.00
025-0100	Construction & Demolition Debris	
026-0100	Campgrounds	
028-0100	Food Service & Retail Food Establishments	112.00
130-0100	Solid Waste – Non-Grant	27,500.00
130-0200	Solid Waste – CFLP Grant	
131-0100	Household Sewage Treatment Systems	15,564.16
132-0300	Public Health Emergency Preparedness	
	Total	\$58,747.64

Program Updates

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

Resolution 2024-38 Food Fees (Final Reading): Linda Weber moved and Lisa Spillman seconded a motion to approve.

- Roll call was unanimous. Motion carried

Resolution 2025-02 Tattoo Establishment and Body Art fees (Emergency Reading): Lisa Spillman moved and Linda Weber seconded a motion to approve.

- Roll call was unanimous. Motion carried
 1. Discussion that pop-up time limited tattoo events from out of county tattoo artists is rising and CPHD has not established an application and fee for these activities. Cost methodology and application provided with the resolution for review.

Monthly updates: Zach Fanning provided a written report to the board.

- Zach provided report.
 - Will send out food applications at the end of January 2025 for renewals.
 - Don Wells asked about progress on the new sewage system rules for operational permits. Zach shared the progress made to date, and Kris shared the process is under review and working with Zanesville-Muskingum County Health Department to share their processes.

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

- Tori Prindle & Kristen Kennedy (nurses) started Monday for communicable disease/adult health and the CMH program. ODH CMH nurse coming to train Tori Prindle. Tammy & public health nurses have a training plan for Kristen Kennedy & will begin with communicable disease.
- Linda Weber had questions about hospitalized respiratory issues. Tammy indicated it is hard to track because some are not reportable unless hospitalized. Not able to show the whole story of illness in Coshocton County. We do know respiratory illness is spiking.
- Kris wanted to share about Tammy and Zach working quickly on a food borne illness with the people that were affected and the business how to handle.

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

- Board Presentation & Education
 - Brittany presented PowerPoint presentation on the WIC Program.

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

- PHEP: Regional table top today Zach, Kris, Tammy, and Olivia scribed. The exercise went really well. EMA, Genesis, EMS, sheriff. 2nd exercise that has been facilitated. CPHD is a support roll and figuring out how to assist. Kris shared we have built a good relationship, the most that has attended.. Far ahead on PHEP working on training and deliverables.
- Accreditation: 133 days out. 58% packaged documents. Staff is in committees going back to accreditation team. Today 61%- 87 documents. Goal to upload 3 tomorrow. 6 and 3 will be uploaded. Working with PHISCO looking at overarching plans. QI committees are still meeting. Wellness and Development committee created a health challenge for January. Project provided pins for human trafficking awareness day to raise awareness. Vehicle committee continues to assess usage, added emergency kit in the vehicles.

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

- Kris shared- mobile app has 331 downloads, letter has been submitted to not continue mobile app. Jeff praised newsletter.

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

- Committees

- **Finance Committee: Lisa Spillman, Dr. Jeff Poland, Nicole Shroyer & Kristina Bell**
 - Meetings scheduled for 2/14, 3/14, and 4/11 from 2 pm – 3 pm
- **Environmental Health Committee: Don Wells, Dr. Stephanie Richcreek, Zach Fanning, Jesse Christmas & Kristina Bell**
 - December 17, 2024 Meeting held. In attendance were Don Wells, Dr. Stephanie Richcreek, Zach Fanning, Jesse Christmas, and Kristina Bell
 - Meetings scheduled for 4/2, 7/2, and 10/1 from 12 pm to 1 pm
- **Personnel Committee Report: Linda Weber, Dr. Jeff Poland, Kristina Bell, Brittany Taylor & Tammy Smith**
 - Meetings scheduled for 1/30, 2/27, and 3/27 from 2 pm to 4 pm
- **Nursing Committee Meeting: Dr. Stephanie Richcreek, Dr. Douglas Virostko, Tammy Smith & Kristina Bell**
 - Meetings scheduled for 3/21, 6/20, 9/19, and 12/19 from 12 pm to 1 pm
- Enhanced operations to purchase 7 new laptops, docking stations and software.
- Zach and Kris had a meeting for personal needs assessment then to process data to let us know what our staffing needs are, what resources are we lacking. Data has to be to them in mid-February. Are we on the right path for our current plans of hiring. Initiated collaboration with Zanesville-Muskingum for environmental program.
- Records retention, cleaning out old records found box with shreds “board wanted to keep.” Board approves getting rid of shredded documents.

Old Business

None

Miscellaneous

None

Public Comment

None

Adjourn:

Linda Weber moved and Dr. Jeff Poland seconded a motion to adjourn. Roll call was unanimous. Motion carried. Time was 6:46 pm.

Don Wells

2/20/2025

Board President, Don Wells

Date

Kristina Bell

2/20/2025

Board Secretary, Kristina Bell

Date

(Minutes were prepared by KMB)

