



Coshocton County Board of Health Minutes

February 20, 2025 @ 5:30 PM

Location: 637 Chestnut Street, Coshocton OH

The Coshocton County Board of Health met in regular session on **Thursday, February 20th, 2025**, 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.

Administrative

January 2025 Minutes: Linda Weber moved and Lisa Spillman seconded a motion to approve the minutes of the January 16th, 2025 regular Board Meeting:

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

Final Copy of Personnel Policy (pg. 1-46)

- Provided to the Board of Health after personnel committee and prosecutor's office reviewed the document.
- Linda Weber questioned sections of policy highlighted in yellow are related to the new executive order. Kristina Bell shared that the prosecutor did not encourage removal. Stephanie Slifko shared that PHAB is determining removal of DEI in their policies and staff acceptance. Linda Weber shared concerns of leaving the DEI in the policy and encouraged the board to review prior to policy approval. Stephanie Slifko shared that it states the policy follows the federal laws. Possible leave it more general due to leaving DEI in there could cause it to be flagged. Equal opportunity language to stay. Linda Weber shared we will hire the best qualified we can get, not determined by gender and race.
- Will review at the next board meeting
- Personnel review committee meeting scheduled for Thursday, February 27, 2025

Fiscal

Detailed Trial Balance: Lisa Spillman moved and Linda Weber seconded a motion to accept the Detailed Trial Balance for the month ended January 31, 2025.

- Roll call was unanimous. Motion carried
- Don Wells questioned the 2025 District Health budget showing the beginning balance and projected carry at the end of 2025.
- Linda Weber questioned the timeframe for MCHC to received Medicaid disbursements. Tammy did state that at times this payment can be delayed.
- Kristina Bell explained grants that are reimbursable, we have to spend the funds before

we can request the grant send us money. Deliverable grants are based on the activities that are performed, then we are provided funding once the activity is complete. Sometimes these funds have already been spent (through an advance from district health) before they are received.

- Don Well clarified that our carry over is lower than many other counties? Kristina Bell stated that in our region only one had less carry over.
- Kristina Bell shared information about another county's carry over. One in our region indicated they had 2 months carry over. Most others were 6-12 months of carry over. Once county provided a resolution to have 12 months of general funds carry over and 3 months of grant funds carry over. All of the grants could be impacted by the federal government, such as a shutdown. CPHD must plan ahead in case of delays or loss of funding. Also, our organization is understaffed and we need to plan for the future to staff up. An example of a county in northwest Ohio that has a similar population to CPHD and has 45 staff members.
- Linda Weber asked if health commissioner is planning to build CPHD carry over up. Kristina Bell states that as a long-term plan, would like to have a "rainy day" fund to ensure business as usual can occur and emergency funds are available for large repairs or rent in the future. Also, provided that some grants, like PHEP, require an in-kind local match.
- Dr. Poland stated when Kris and Nicole talk to Grant, share with him what we were just told due to the grants not being a guaranteed funding source.
- Kristina Bell indicated she is continuing to look for new funding sources (grants). Currently about 63% of our funds are from grants. Dr. Poland stated that means 63% of our funding is at risk of being lost.
- Dr. Richcreek encouraged CPHD to find out how many counties have levy funding
- Lisa Spillman questioned the tax evaluation in other counties of similar size to compare like counties. Lisa questioned the 5% raise that was approved in December.
- Don Wells shared that the DAC has been kind to CPHD in the past when additional funding was needed.
- Kristina Bell shared that by 2029 CPHD is required to run a levy. Currently CPHD does not have a lot of programming that is additional to the mandated programs.
- Linda Weber shared that we combined with the city and do not have any of that staff left and have their tasks to complete also.
- Kristina Bell shared we have the Budget Commission meeting in April of 2025. Will be sure to emphasize that there are funding sources that will end and not renew in 2025.

Resolution 2025-05 approving current expenses/bill run 2/5/2025: Dr. Richcreek moved and Don Wells seconded a motion to approve.

- Roll call was unanimous. Motion carried.

Resolution 2025-06 approving current expenses/bill run 2/19/2025: 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 Dr. Richcreek seconded a motion to approve.

- Roll call was unanimous. Motion carried.

019-0100	Maternal and Child Health	1,877.91
019-0300	Adult Health	423.67
019-0400	CB24 Grant	
020-0100	District Health	6,224.08
020-0500	Enhanced Operations 23	
020-0801	Workforce Development Grant 23	1,080.35
021-0100	Swimming Pools	
022-0100	WIC	
024-0100	Private Water	435.00
025-0100	Construction & Demolition Debris	5.30
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	114.40
	Total	\$10,160.71

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019-0100	Maternal and Child Health	2,106.84
019-0300	Adult Health	361.61
019-0400	CB24 Grant	834.96
020-0100	District Health	324.17
020-0500	Enhanced Operations 23	
020-0801	Workforce Development Grant 23	124.00
021-0100	Swimming Pools	
022-0100	WIC	45.00
024-0100	Private Water	329.50
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	
	Total	\$4,126.08

Program Updates

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

- Shared food licenses and fees continue to come in daily. Currently have received about half of the renewals. We have 1 ½ weeks until late notices will go out.

- Other permits are slow at this time.
- Kristina Bell and Zach Fanning went to ZMCHD and met with their sewage lead, Matt Hemmer, to review their fees and processes.

Amended Resolution 2018-38 Household Sewage Treatment Systems Fee

(Emergency): Lisa Spillman moved and Linda Webber seconded a motion to approve.

- Roll call was unanimous. Motion carried
- Zach Fanning shared that as the processes moves forward CPHD will have a site visit to all sewage systems for the initial operational permit. Wants to amend our operational fees. Initial operational permit fee will remain \$50. The renewal will be reduced to \$25 as CPHD does not have to complete a site visit and will keep us aligned with neighboring counties. Zach believes this will assist CPHD in getting more compliance for the renewal permit.
- Mistake on the initial resolution and the gray water states \$375 and should be \$376

Zach has interviewed and would like to offer REHS position to the candidate. The candidate has 8 years of experience in Ohio. Would like to offer the position at \$24/hour at 40 hours/week. Linda Weber moved and Dr. Richcreek seconded a motion to approve. Roll call was unanimous. Motion carried.

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

- Tammy Smith shared MCHC has received the ultrasound machine thanks to the Coshocton Foundation.
- Received notification of increased influenza in the waste water in Coshocton. Coshocton currently has 27 persons hospitalized.
- Dr. Richcreek shared that her practice is seeing a high number of flu patients and many have been vaccinated. She is expecting to see that this year's vaccine is only 20% effective. CDC has shared this is the worst flu season since 2017. Hospitalization continues to rise, not at its peak yet.
- Tammy Smith shared that RSV is also high in the waste water. COVID is moderate and steady.
- Dr. Richcreek shared we should monitor the school absences to encourage closings and deep cleanings if needed. Tammy Smith states that CPHD has had discussions regarding absences. Will continue outreach to build the relationship with our schools. Kristina Bell states that we will reach out to our epidemiologist to ask for a threshold number for when to have the discussion related to closing a school. Dr. Richcreek indicates that many having the flu or COVID are also having the diagnosis of pneumonia. This will have long term affect's on children's lungs.
- Linda Weber questioned what does CPHD need from the board to keep Coshocton safe? Linda mentioned to encourage families to ask for children's homework and keep them out of school, educate on the repercussions on the lungs. Tammy Smith shared permission from the board to pursue contacting school based on the recommendations CPHD receives from the epidemiologist.

- Dr. Poland ask CPHD if they have radon kits and how the public can request them? Kristina Bell indicated that someone must go to an ODH site to register and have them mailed. CPHD has put out this information for the public.
- Tammy Smith shared that CPHD has not received any measles HAN in Ohio.
- Dr. Richcreek shared that physicians are receiving information on symptoms to watch for.

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

- Shared the caseload corrections to the monthly report. Heavy in the planning stage of the Nutrition Fair that is being held on March 20th in the Coshocton Community Room from 11 am to 1pm. She is excited to offer this event to the public to promote nutrition.

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

- Shared she is staying ahead on PHEP deliverables. Going through GMIS training. Submitted and approved for completion of the AAR/IP for the tabletop exercise.
- Mobile vaccine unit was given to our county from ZMCHD. Has refrigerator and table. Will be able to use it offsite for clinics.
- Accreditation is busy. 3 of the 10 domains uploaded completely. Revisions to the IT policy, performance management, strategic planning, quality improvement. PHAB has removed 2 documents (now a total of 140 documents). 73% of documents are completed as of today. Once CPHD turns all documents in, PHAP will then review and open up any that they want up to replace or provide additional documentation. CPHD will also continue to work on the processes put in place to ensure we have additional documentation if we need to replace some.
- Working a lot on the performance management piece. Using Clear Impact that the state has provided for free to local health departments. Will be piloting the board reports next month with data and display from Clear Impact. Will be able to view trends and compare data from years.
- Linda Weber shared that we collect data and use that to keep people safe and to educate them. Dr. Poland shared that this will provide a baseline for CPHD.
- Kristina Bell shared that Clear Impact also has a public facing side to share data with our community. Will be utilized for the quarterly DAC report. This data will also be beneficial in assessing and submitting for grant funding in the future.

Resolution 2025-07 Rescinding Membership in PHSCO effective 3/31/25. Linda Weber moved and Dr. Richcreek seconded the motion.

- Roll call was unanimous, motion carried.
- Withdrawal from membership due to the state no providing the accreditation funds yet and no time frame for when this will occur. If we withdrawal our fee is only \$1250 instead of & \$5000. CPHD and other counties have posed the timeframe question to ODH, but not received any guidance.

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

- Kris shared- mobile app shared the 30-day notice has been provided and March will be the end of it.

Linda Weber states she is concerned that we had something in our newsletter for the LGBTQ+ community and we are not to do anything related to DEI or we may lose our funding. Concerns that AI will be used to scan our documents and catch anything related to DEI and risk federal funding. Kristina Bell shared that as part of public health we tailor our message to certain sub-populations in the way it is message, the topic, how it is provided and many other details. Dr. Richcreek stated that in medical school she was advised to be general in the information and that is what CPHD needs to do as well. She states it may be more difficult, but is what we have to do. We should not use acronyms to label anyone. Dr. Poland also stated CPHD needs less labeling of groups. Kristina Bell stated that the specific group of people needing the message may be missed if everything is generalized. Dr. Richcreek shared that Narcan education, Hepatitis education and safe sex education is all just education and needs to be sent out as generalized education. The articles and topics in our newsletters needs to be generalized and not crafted for a certain population.

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

- **Committees**
 - Finance Committee: Lisa Spillman, Dr. Jeff Poland, Nicole Shroyer & Kristina Bell
 - Schedule for 2/14/2025. Board members cancelled
 - Environmental Health Committee: Don Wells, Dr. Stephanie Richcreek, Zach Fanning, Jesse Christmas & Kristina Bell
 - Did not meet
 - Personnel Committee Report: Linda Weber, Dr. Jeff Poland, Kristina Bell, Brittany Taylor & Tammy Smith
 - Met 1/30/2025 and reviewed peroneal policy sections 1-5. Recommended these sections be sent to the prosecutor's office for review.
 - Nursing Committee Meeting: Dr. Stephanie Richcreek, Dr. Douglas Virostko, Tammy Smith & Kristina Bell
 - Did not meet.
- **Monthly updates:**
 - Kristina Bell shared that the \$50,000 ODH is to provide to use for accreditation cost, still has not been awarded to local health departments. Fiscal has continued to work on activities such as AFR, 2026 budget, correcting errors from prior employees as found, and an action plan on the audit completed in summer 2024.
 - Annual report for DAC meeting. Draft provided to the board for review. CPHD needs to still add vital statistics information. CPHD will provide a PowerPoint presentation on the sewage rule change from 2015 and also share this information on social media

- The City of Coshocton reached out regarding past records from the city health department that remain in that old building. Mayor requested we plan to move them to our location and can leave any that needed to be shredded. Kristina Bell shared a concern about storage of records. CPHD currently has dozens of filing cabinets, upstairs storage of documents and empty office with documents as well. Will need to review the records and complete records commission forms for any that can be disposed of.

Old Business

2025 budget and projected carryover.

- Kristina Bell and Nicole Shroyer feel that the board continues to have questions and concerns as several have reached out with questions. Would like to discuss this with all members present. Dr. Poland states that in December when talking about the budget he based his votes on the large carryover, tonight we discussed the need to have up to 1 million in reserve.

Kristina Bell shared we must spend down all funds for grants. These cannot be part of the carryover. Carryover must be from our district health funds. Linda Weber questioned if this is new knowledge and is this different from a township budget. Kristina Bell stated there is a learning curve as she and Nicole are new. Knew we needed carry over to meet the needs at the start of the year before we receive our allotment from the townships and the city. Also, must have funds to pay for grant programs until reimbursement is received. Everything presented to the board had the funding available to do it.

Dr. Poland shared when we give raises, it also increases the insurance, workers comp, PERS. Our 5 percent raise actually costs more than the 5%. Nicole indicated that all of those items were included in the cost presented to the board for the 2025 budget.

Don Wells stated that he has been on the boards for almost 10 years, and though being in business, a health department is a different animal and complicated. He appreciates the discussion we have had tonight. Unfortunately, the DAC holds the ability to increase our funding until CPHD can pass a levy. CPHD needs to get the DAC onboard. There are also concerns regarding our funding related to the federal government.

Dr. Poland shared that the DAC is obligated to fund the health department. If we do not show good cause to increase our funding, it will not happen. CPHD needs to share the information that was discussed this evening.

Miscellaneous

Executive Session: Linda Weber motioned and Don Wells seconded to the motion to move into executive session to discuss budget and personnel. Went into executive session at 7:18 p.m.

Executive session ended at 8:04 p.m. Noted that Dr. Richcreek had to leave at 7:54 p.m. No business conducted.

Public Comment

None

Adjourn:

Linda Weber moved and Lisa Spillman seconded a motion to adjourn. Roll call was unanimous. Motion carried. Time was 8:05 pm.





Board President, Don Wells

Date





Board Secretary, _____

Date

(Minutes were prepared by KMB)