



## Coshocton County Board of Health Minutes

March 20<sup>th</sup>, 2025 @ 5:30 PM

Location: 637 Chestnut Street, Coshocton OH

The Coshocton County Board of Health met in regular session on **Thursday, March 20<sup>th</sup>, 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 Fergali, representing WTNS.

**Roll Call:** The meeting was called to order (as requested by President Don Wells) by Vice-President, Dr. Jeff Poland at 5:30 p.m. by a roll call vote. Board members present: Don Wells, Dr. Stephanie Richcreek, Dr. Jeff Poland and Lisa Spillman. Linda Weber (excused absence)

### Administrative

**February 2025 Minutes:** Dr. Richcreek moved and Lisa Spillman seconded a motion to approve the minutes of the February 20<sup>th</sup>, 2025 regular Board Meeting:

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

### **Salary Schedule:**

- Salary schedule presented for review and approval. It is a needed document for the accreditation process.
- Request to move into executive session to discuss personnel. Dr. Poland moved and Don Wells seconded a motion to move into executive session at 5:33 p.m.
- 5:45 returned from executive session
- Discussed salary schedule:
  - Kristina Bell requested an increase in pay for the WIC director, Brittany Taylor, to \$31.50/hour. WIC director is the only position not aligned with similar positions related to the proposed salary structure & the responsibilities are similar. The WIC grant is able to fund the increase.
  - Lisa Spillman moved to approve the raise beginning on the next pay period, Dr. Richcreek seconded. Roll call Dr. Poland-yes, Don Wells-yes, Lisa Spillman-yes and Dr. Richcreek-yes Motion carried
  - Don Wells moved to approve the proposed salary schedule; Lisa Spillman seconded. Roll call Dr. Poland-yes, Don Wells-yes, Lisa Spillman-yes and Dr. Richcreek-yes Motion carried
- Approval to purchase a vehicle
  - Kristina Bell shared it has been in the budget for the past 2 years and no action was taken. Would like to purchase a small SUV through Dunning Motors. It has been budgeted for the 2025 and would like to spend \$20,000 to \$25,000. The 2025 budget set aside \$40,000.
  - Don Wells moved to approved the purchase of a small SUV, Dr. Richcreek seconded. Roll call Dr. Poland-yes, Don Wells-yes, Lisa Spillman-yes and Dr.

Richcreek-yes Motion carried

**Fiscal**

**Detailed Trial Balance:** Lisa Spillman moved and Don Wells seconded a motion to accept the Detailed Trial Balance for the month ended February 28, 2025.

- Roll call was unanimous. Motion carried

**Resolution 2025-08 approving current expenses/bill run 3/5/2025:**

- Don Wells questioned Hann bill that was for diesel in the amount of \$856. Nicole Shroyer will do further investigation. Nicole reports that this was an old bill. Hann was sending them to the past fiscal officer's e-mail.
- Lisa Spillman encouraged CPHD to look into it before the check is sent.
- Don Wells moved and Lisa Spillman seconded a motion to approve. Roll call was unanimous. Motion carried.

019-0100	Maternal and Child Health	270.79
019-0300	Adult Health	0.00
019-0400	CB24 Grant	0.00
020-0100	District Health	2,421.74
020-0500	Enhanced Operations 23	2,661.34
020-0801	Workforce Development Grant 23	1,745.36
021-0100	Swimming Pools	0.00
022-0100	WIC	760.80
024-0100	Private Water	435.00
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	255.51
130-0100	Solid Waste – Non-Grant	0.00
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	34.80
132-0300	Public Health Emergency Preparedness	337.52
		0.00
	<b>Total</b>	<b>8,922.86</b>

**Resolution 2025-10 approving current expenses/bill run 3/19/2025:** Lisa Spillman moved and Don Wells seconded a motion to approve.

- Roll call was unanimous. Motion carried.

019-0100	Maternal and Child Health	2,228.37
019-0300	Adult Health	196.66
019-0400	CB24 Grant	0.00
020-0100	District Health	713.96
020-0500	Enhanced Operations 23	73.10

020-0801	Workforce Development Grant 23	270.00
021-0100	Swimming Pools	0.00
022-0100	WIC	272.14
024-0100	Private Water	420.00
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	0.00
130-0100	Solid Waste – Non-Grant	0.00
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	0.00
132-0300	Public Health Emergency Preparedness	0.00
		0.00
	<b>Total</b>	<b>4,174.23</b>

**Resolution 2025-10 Additional appropriations (Grant and Donation) 2025:** Lisa Spillman motioned and Dr. Richcreek seconded a motion to approve.

- Roll call was unanimous. Motion carried.

Account	Description	From	To	Increase of
020-0100540000	Other Expense	134,180.00	139,180.00	5,000.00
			<b>Total</b>	<b>5,000.00</b>

### Review 2026 budget

- Nicole Shroyer provided board with the tentative 2026 budget that will be submitted to the budget commission.
  - Lisa Spillman asked if we were not requesting any additional money. Kristina Bell shared we are not putting it in until we know.
  - Nicole Shroyer shared we did get a lead grant. This is helping with carry over for 2025. EO ends at the end of 25. Workforce ends 27.
  - Kristina Bells shared we have changed how the personnel are paid out of the grants. Working on tracking. Using the tracking to determine how the grants will be used.
  - Jeff Poland shared we have not spent the grants down like we should have in the past. Thanked Kristina Bells for doing so now.
  - Kristina Bell does not anticipate any more covid grants.
  - Kristina Bells has 2 grant applications we may not hear back until May. 1 working with pediatricians and vaccinations. The other one is on tobacco use and sensation. Hopefully we will at least get one of them to offset nurses and health educator pay. Then we can get creative with district health funds.
  - Funding discussion included information related to the requirement to run a levy that is included in the merger agreement. It must be run by 2029. At this time, the need to have a reserve balance that is 50-100% of the annual costs, can only occur

if a levy passed. A need to have discussion with the county commissioners to determine what, if any, costs would be incurred for our facility and services from the county if a levy passed. A discussion with the commissioners regarding the timeframe for running the levy and approval from the commissioners, needs to begin this year for future planning.

### **Program Updates**

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

- CPHD have received and processed all of the received food applications. EH has mailed out 6-7 letters to those who have not returned their application and fee requesting an action plan and providing their late fee.
- Currently working on the mailings for pool and camp ground applications. The letters should be mailed at the first of next week.
- Maria Hall has been offered and accepted the REHS position. She comes to us with 15+ years of experience. Her first day is 3/31/25.

### **Received our completed Personnel Needs Assessment from ODH**

- Had personnel needs assessment done by ODH where they review our programs in environmental health. Time spent and permits we get in. Basically, what their conclusion was approx. 4.579 environmental specialist will be needed to effectively run the environmental program. Additional supervision would be needed 1.55. Will be emailed out to the board.
  - Jeff Poland questioned can we get 3 peoples work.
  - Zach Fanning agreed this will be done.
  - Jeff Poland encouraged Zach did a great job at the DAC on sewage. What area does Zach Fanning expect to be spending more time in. Zach will report on this each month- getting letters and permits out.
    - ODH will return in June.
  - Kristina Bell shared Muskingum County has a similar rollout that we will be implementing. It is a difficult thing to do.
  - Jeff Poland shared this was implemented in 2015 this was enough time and we need to implement it. Questioned how to start? Maybe houses at point of sale.
  - Kristina Bell shared we want to get on the point of sale this year.
  - Jeff Poland shared we would like the new sanitarian to pay for themselves (sewage).
  - Don Wells- lot splits raising from \$100 to \$200 per trac (\$50 to health department). Suggests we look into sooner than later.
- Board gives Zach Fanning permission to increase the fees of lot splits and present to regional planning meeting in April. Don Wells motioned, Dr. Richcreek seconded. Roll call was unanimous. Motion carried.

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

- Presented a background on prenatal clinic that we contract with the FCFC community health worker for social support. The majority of the prenatal clinic patients are in poverty, and the support services from the community health worker help to connect the patients to needed social services. They help meet with them, sign up for Medicaid, mental health. We rely on the united way- pay for Knox and FCFC.
- Submitted the united way RFP. Asked for \$4000 more than last year 47000 from 43000. Child health went up from \$15500 to \$17500 and prenatal amount was increase \$2000.
- United way 87 anniversary. Can drop off a donation of \$87 if able.
- Flu is still going on. Across the state and locally seeing a down trend.

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

- Brittany Taylor shared the February Caseload showed a decrease. May be due to many called head to rescheduled due to sickness.
- The Nutrition Fair was held today. It was a successful event. Will share event outcome statistics in next month's report.

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

- PHEP trying to stay ahead. W
- Working with Tammy to wrap up the MRC grant. \$10,000 for meeting the deliverables.
- Accreditation 70 days out. 120 documents collected. 85% complete. Cleaning up overarching documents. Provided the site visit education materials. Directors sat in on virtual site visit webinar. A lot of work on the strategic plan. Engaging with the community with survey and what we need to educate more one.
- Provided performance management plan. Big project was the clear impact data. Provided WICs data as an example. Created different score cards to compare year over year. Can give a visual to the directors and the board. The sewage program is a part of their dashboard. Clinic health education. Looking for feedback from the board. It all ties in with the best practices that PHAB asks us to look at.
  - Jeff Poland- We can see where the needs are in the community and what the staffing needs are. Seasonable habits that occur will be able to see. Help the health educator promote trends to the community. Gives a baseline. 70% of what we do is education.
  - Kristina Bell shared the newsletters in May are going to change and be more focused on the community health and what they can do. It all goes hand in hand to give Health educator to be more focused on education.
  - Stephanie Slifko shared in April or May the board packets may look different using the clear impact system. Staff to become more involved this way.
  - Kristina Bell shared the storage room is full. Clean out day March 26<sup>th</sup>. Dispose of old outdated records. The city records are here now. Stephanie shared the city did a purge.
- Review of data and information using Clear Impact

- Review and approval request for strategic plan. Don Wells motioned, Dr. Richcreek seconded. Roll call Roll call was unanimous. Motion carried.
  - Don Wells shared it has been 10-15 years since accreditation started. Don Wells has seen the changes and see the impact it is having here.

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

- Kristina Bell shared looking to revamp the newsletter and marketing plans with tammy and the clinic. We have dollars to share on lead, prevention, covid. Olivia developing bulletin boards, yard signs, newsletters. We will be busy sharing information with the community.

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

- Committees
  - Finance Committee: Met Friday, March 14, 2025
  - Environmental Health Committee: Did not meet
  - Personnel Committee Report: Met 3/27/25 and reviewed remaining policy sections. Committee recommended these sections be sent to the prosecutor's office for legal review.
  - Nursing Committee Meeting: Did not meet
- Monthly updates:
  - Kristina Bell shared CPHD applied for 2 grants that start July 1. We should be notified in May but may be right before the start date. ODH has 3 new computer systems up and running. GMIS is the new system and the old system. The agency is set up today. New vital stats system is pushed back no date yet. Difficulty pushing it out and educating on it. Acella new environmental health system. Agencies that are on health space are working on transferring. HDIS is complicated to move into a new system. HDIS will be sent to the new system. We may need to pay for the system longer than we had planned on. Training will happen in the spring. Will need a conversation with environmental health staff how to implement and roll out. Hope it will make things better for us in the end.
  - Time tracking will help us a lot to see where we are putting our time and how to implement services.
  - Staff survey will be done every 6 months. Doing it more often so they can share their message and how things are going for them and make course corrections as we need to.
  - Attended the AOHC fiscal training

### **Old Business**

- Personnel Policy: No discussion. Still awaiting return of review by the prosecutor's office.

### **Miscellaneous**

None

**Public Comment**

None

**Adjourn:**

Dr. Richcreek moved and Lisa Spillman seconded a motion to adjourn. Roll call was unanimous. Motion carried. Time was 6:40 pm.

  
Acting as President 4/17/25  
Board President, Don Wells Date

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Board Secretary, \_\_\_\_\_

Date

(Minutes were prepared by KMB)

