



Coshocton Public Health District Minutes

May 15, 2025

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District Board of Health met in regular session on **Thursday, May 15, 2025**, at 637 Chestnut Street, Coshocton. Staff members attending: Nicole Shroyer - Fiscal Administrator, Brittany Taylor - WIC Director, Tammy Smith - Director of Nursing /Clinics, Stephanie Slifko - Emergency Response Coordinator/Accreditation Coordinator, Kristina Bell- Health Commissioner, Zack Fanning- Director of Environmental Health. Present as public attendees: Mary Fergali, 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: Dr. Stephanie Richcreek, Dr. Jeff Poland, Linda Weber, Dr. Stephanie Richcreek and Lisa Spillman

Administrative

April 17, 2025 Minutes: Advised the following corrections need made to the April minutes. Dr. Richcreek was not present at the April 17th meeting

Linda Weber moved and Dr. Richcreek seconded a motion to approve the minutes as amended of the April 17th, 2025 regular Board Meeting:

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

Fiscal

Detailed Trial Balance: Don Wells moved and Lisa Spillman seconded a motion to accept the Detailed Trial Balance for the month ended April 30, 2025.

- Roll call was unanimous. Motion carried

Resolution 2025-16 approving current expenses/bill run 4/30/25: Don Wells moved and Linda Weber seconded a motion to approve.

- Roll call was unanimous. Motion carried.

019-0100	Maternal and Child Health	87.27
019-0300	Adult Health	0.00
019-0400	CB24 Grant	0.00
020-0100	District Health	4,575.56
020-0500	Enhanced Operations 23	0.00
020-0801	Workforce Development Grant 23	9,815.40
020-3000	LEAD Grant	905.00
021-0100	Swimming Pools	0.00
022-0100	WIC	0.00
024-0100	Private Water	1,296.00
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	4,835.50
130-0100	Solid Waste – Non-Grant	854.58
130-0200	Solid Waste – CFLP Grant	292.00

131-0100	Household Sewage Treatment Systems	0.00
132-0300	Public Health Emergency Preparedness	74.32
	Total	22,735.63

Resolution 2025-17 approving current expenses/bill run 5/14/25: Linda Weber moved and Lisa Spillman seconded a motion to approve.

- Roll call was unanimous. Motion carried.

019-0100	Maternal and Child Health	0.00
019-0300	Adult Health	253.90
019-0400	CB24 Grant	0.00
020-0100	District Health	508.55
020-0500	Enhanced Operations 23	0.00
020-0801	Workforce Development Grant 23	0.00
020-3000	LEAD Grant	8.12
021-0100	Swimming Pools	0.00
022-0100	WIC	0.00
024-0100	Private Water	639.00
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	12,815.25
132-0300	Public Health Emergency Preparedness	0.00
		0.00
	Total	14,224.82

Program Updates

Environmental: Zach Fanning submitted his report in the board packet.

- **ODH Manufactured Home Park Agreement**
 - CPHD receives every 2 years an agreement to complete the mobile home park inspections for the Department of Commerce. The inspections will occur July thru October of 2025 and 2026. We are compensated for this work
 - Dr. Poland asked about what is looked at/for during an inspection. Zack Fanning reported general safety, solid waste and nuisances.
 - Dr. Poland and Linda Weber asked for clarification between a manufactured home park and a campground. Zach Fanning indicated that campgrounds are licensed and are for a camper/RV that is meant to be mobile. A manufactured home is a more stationary site that is not licensed by the health department.
 - Linda Weber moved and Dr. Richcreek seconded a motion to approve. Roll call was unanimous. Motion carried.
- **ODH Tobacco Enforcement Smoke-Free Investigations Provider Agreement.**

- Agreement is with ODH for 2 years. CPHD completes the investigation when smoke free work place complaints are received.
- Linda Weber moved and Dr. Richcreek seconded a motion to approve. Roll call unanimous. Motion carried.
- Kristina Bell shared that each of these agreements were sent to the prosecutor's office for review before the board meeting, but no response was received back from them.
- **Lot Split Fee Change Recommendation:**
 - The proposed increase is to \$75 per lot. It has been \$50 for at least 12 years. Currently an application includes a minimum of 2 tracks for a total of \$100. This would increase the minimum to \$150.
 - Linda Weber asked if this would be in line with other counties, but that information is not known. Kristina Bell shared that with the fee increase, it would now cover personnel costs (hourly rate and fringe) and the mileage on the vehicles. We are currently losing money.
 - Linda Weber moved and Lisa Spillman seconded a motion to approve the increase in the lot split fee. Roll call unanimous. Motion carried. **This motion will amend the Resolution 2018-38 HSTS Fees for Lot Review from \$50 to \$75.**
 - Don Wells questioned the effective date and board agreed this will begin on June 1, 2025. Zach Fanning will notify Fred and Darlene in the engineer's office.
- **Amended Resolution 2023-075 Written Enforcement Policy**
 - Based on the survey evaluation of the HSTS program, this policy needs to be amended. Amended policy presented.
 - Linda Weber motioned and Dr. Richcreek seconded the motion. Roll call unanimous. Motion carried.
- **Monthly updates:**
 - Reported that EH has been working on pool inspections for opening this season.
 - Don Wells reports he received a letter form ODA that the action plan based on the 2025 food survey has been approved.
 - Zach Fanning shared that ODA returns every 3 years and ODH will also complete their own survey of the food program.
 - Don Wells requested Zach forward a copy of this letter to the board members.

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

- **Measles:** Tammy Smith shared no new measles cases have been reported this past week. A total of 34 cases have been confirmed in Ohio.
- **OSU Mammography:** They were here on Monday and the schedule was full. The next visit scheduled for July 3rd and the final visit for 2025 is in October. Working to build the connection with the Amish for OSU Mammography.
- **Pomerene Amish Advocate:** Tammy has set up for them to attend the May staff meeting and provide education on their culture for the entire staff.
- **United Way Funding:** CPHD has been awarded \$1000 increase for the maternal and child health clinic for a total of \$44000.00. CPHD is very grateful.

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

- Monthly Updates:
 - Brittany Taylor shared 80% show rate for April contributed to new certifications and health assessments. The clinic hasn't seen a show rate of 80% since September of 2024.
 - Reached out to Coshocton Head Start and Early Head Start to encourage enrollment of children through the summer.
 - No news on the Farmer's Market Nutrition Program Coupons. Unsure of when they will be received.
 - Summer is a busy outreach time including hosting the Community Shower on August 7th from 1-3 in the Coshocton County Community Room. We are in the planning stage at this time.
 - Kerry Fairchild will be at CPHD on Wednesday, May 21st. She is the clinic's Nutrition and Administrative Services Consultant from state WIC. She will complete our management evaluation that occurs every 2 years.
 - Received notice of the continuation grant for ODH WIC FY 2026. Our caseload will remain at 650 certified WIC participants and will receive \$258,355.00 for the grant year.

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

- PHEP updates shared. The MRC grant is coming to an end.
- POD meeting was held with local EMS partners.
- CPHD hosted a safety training by Coshocton FD that was paid for by a safety grant the agency received. Training include set up and demonstration of the Hazmat trailer, fire extinguisher use, bomb threat calls, and drone use. The fire department have no women to utilize in the event of a hazmat incident and females need to go through decon. The hope is that CPHD would assist during an incident for this as well as the roles of scribe, PIO, and responder safety and health tracking.
 - Dr. Richcreek also suggested reaching out to the larger manufacturing employers to train some of their staff (including females) for decon.
 - Olivia Elson participated in the EMA local full-scale exercise as the PIO.
 - Mary Fergali shared outreach to the military could also provide a partner to work with.
- Closing out the PHEP grant. Waiting to hear about the funding for the FY 26.
- Accreditation is at almost 100% for documents submitted. Currently spending extra time to review the documents and sending aback to the creator if needed. May 28th the agency will submit the final documents.
- In the data for this month, it can be noted that the vital statistics information demonstrates a 120% increase in processing since the two departments merged.
- The Community Health Assessment has started with CRMC. On June 12th the summit for all community partners will be held.

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

- Kristina Bell shared monthly updates.

- Olivia Elson is finishing up the quarterly report and will be send out to the DAC. This will include some of the first quarter data shared during the board meetings, activities and outreach, and encourage feedback from the community.
- Olivia has been working with the Sherriff's Office on a Bike Safety Day at the fairgrounds.
 - A deputy will be working on bike safety
 - The prosecutor's office will be doing child ID kits
 - Fire department grilling and serving lunch purchased by the sheriff's office.
 - Scoops will be providing ice cream to those that attend.
- Olivia and Zach will be attending New Bedford Days to present information on bike safety and Lyme disease.
- Linda Weber asked if we have received any information related to the flu vaccine. Tammy states that we have not heard any information from ODH yet. When asked what we could do if there wasn't a vaccine, the health commissioner indicated we can provide information on non-pharmaceutical interventions.

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

- Committees
 - Finance Committee Report: Did not meet.
 - Environmental Health Committee Report: Did not meet.
 - Personnel Committee Report: Did not meet.
 - Nursing Committee Meeting: Did not meet
- Monthly updates:
 - Provided the board members a copy of an e-mail sent for Don Wells from Ohio's Association of Local Boards of Health. They are offering all boards of health a free 2025 membership. The e-mail contains login information for their site.
 - During the AOHC conference, a resource from Kent State University was shared that offers free continuing education courses for Local Boards of Health. Beginning in June we will take time to complete a 15-minute session with the board each month until the 2-hour requirement annually is met.
 - Shared information regarding the statewide WIC meeting that the health commissioner, fiscal officer and WIC director was able to attend at the end of April.
 - Health Commissioner will attend Health Commissioner University for three days next week. It is provided by AOHC.
 - Continue to work on accreditation needs and quality improvement project with Environmental Health.

Old Business

- **Election of Board of Health Officers**
 - President: Dr. Poland motions to nominates Don Wells, Linda Weber seconded the motion. Roll call vote unanimous. Motion carried.
 - Vice-President: Don Wells motions to nominate Dr. Poland, Linda Weber seconded the motion. Roll call vote unanimous. Motion carried.
- **Personnel Policy: Legal Review Clarification**
 - Kristina Bell wanted to clarify next action for the newly approved personnel policy. Asked if the board is in agreement that the policy is now sent to Clemens Nelson Law Firm for a full review.
 - Linda Weber stated it would be money we need to spend on the review.
 - Dr. Poland has asked for a quote before moving forward

- Kristina Bell also shared that the accreditation funds could be used for this review as a strong personnel policy is important for the agency.

Miscellaneous

Mary Fergali reminds CPHD of her son's health fair to be held the last Saturday in May.

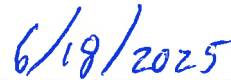
Public Comment

None

Adjourn:

Linda Weber moved and Dr. Richcreek seconded a motion to adjourn. Roll call was unanimous. Motion carried. Time was 6:20 pm.





Board President, Don Wells

Date

Board Secretary, Kristina Bell

Date

(Minutes were prepared by KMB)

Resolution 2018-38
Household Sewage Treatment System Fees

HSTS	Household Sewage Treatment System				
SFOSTS	Small Flow On-Site Sewage Treatment System				
GWRS	Gray Water Recycling System				
SITE REVIEWS		Local Fees	State Fees	Total Fees	
	Application for site review of an HSTS, SFOSTS or GWRS	150.00		150.00	
PERMITS					
	Installation of new or replacement HSTS	376.00	74.00	450.00	
	Installation of new or replacement SFOSTS	376.00	74.00	450.00	
	Installation of new or replacement GWRS type 1	100.00		100.00	
	Installation of new or replacement GWRS type 2	376.00	74.00	450.00	
	Installation of new or replacement GWRS type 3 and 4	376.00	74.00	450.00	
	Alteration of existing HSTS	180.00	35.00	215.00	
	Alteration of existing SFOSTS	100.00	35.00	135.00	
	Alteration of existing GWRS type 1	135.00		135.00	
	Alteration of existing GWRS type 2	135.00	35.00	170.00	
	Alteration of existing GWRS type 3 and 4	135.00	35.00	170.00	
	Abandonment of STS	50.00		50.00	
	Operation permit	50.00		50.00	
O&M	Renewal (5 Year)	25.00		25.00	
REGISTRATION					
	Registration of sewage system installers	100.00		100.00	
	Registration of septage haulers	100.00		100.00	
	Registration of service providers	100.00		100.00	
VEHICLE PERMIT FOR SEPTAGE HAULER		50.00		50.00	per vehicle
VARIANCE REVIEW FEE		150.00		150.00	
WASTEWATER COLLECTION FEE		35.00		35.00	plus lab fees
LOT AND SUBDIVISION REVIEW		75.00		75.00	per lot
SEWAGE LOAN INSPECTION FEE		100.00		100.00	

* Amended per BOH meeting May 15, 2025. Approval to increase to \$75 effective June 1, 20205.

