



Coshocton Public Health District Minutes

June 18, 2025

Location: 637 Chestnut Street, Coshocton OH

The Coshocton County Board of Health met in regular session on **Wednesday, June 18, 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.

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

Administrative

Approved minutes from May 8, 2025 special board meeting. Linda Weber moved and Dr. Richcreek seconded.

- Roll call: Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-abstained due to absence, Dr. Poland-absent. Motion carried

Approved minutes from May 15, 2025 regular board meeting. Lisa Spillman moved and Linda Weber seconded:

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

Request for post and hire of REHS/EHSIT.

- Kristina Bell shared that the PHEP grant is being cut by 28% effective July 1, 2025. ODH has stated that there may be a chance in November 2025 of the additional funding being awarded from the CDC. Effective July 1, 2025 there is a stop work order until the state receives notice from the CDC on the funding and provides the locals with their notices of award.
- At this time Kristina Bell requests the board approve the request make a lateral move of the Health Educator, Olivia Elson to the EHSIT position. She already has her EHSIT. Her pay rate is within the EHSIT salary scale and will remain the same. This will ensure we fulfill the mandates of the EH programs and allows the WF FY23 funds to be used on other positions.
- Fulfill the health educator responsibilities CPHD wants to carry on through assignment to the accreditation coordinator/PHEP coordinator as the deliverables will be decrease as part of the funding decrease.
- Ongoing discussion of the changes that may occur when the biennial budget from the State of Ohio is passed.
- Dr. Richcreek moved and Linda Weber seconded the motion to make a lateral move of the health educator, Olivia Elson, to EHSIT.
 - Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-absent. Motion carried.

Board of Health continuing education:

- Module One: Kent State University board of health continuing education modules. Review of the open meeting and sunshine laws. (15:38 minutes)

- Observed by: Don Wells, Linda Weber, Dr. Richcreek, Lisa Spillman, Kristina Bell and Brittany Taylor.

Request for educational reimbursement:

- Stephanie Slifko has made a request to use CPHD tuition reimbursement for her final course for her MBA. Provided to the board is the section of the personnel policy for tuition reimbursement and the completed form.
- Reimbursement requested will be for 75% of \$2785.00 = \$2068.50
- Linda Weber motioned and Lisa Spillman seconded a motion to approve the reimbursement.
 - Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-absent. Motion carried.

Request to approve the position description of Health Planner.

- Stephanie Slifko will move from PHEP/Accreditation Coordinator to Health Planner.
- Linda Weber motioned and Lisa Spillman seconded to approve the position description.
 - Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-absent. Motion carried.

Fiscal

Accept Detailed Trial Balance for month ending May 28, 2025:

- Lisa Spillman asked about the household sewage treatment cash balance and detailed trial balance. Kristina Bell explained that is funding that pays for repair or replacement of systems and we receive reimbursement from Ohio EPA.
- Linda Weber motioned and Lisa Spillman seconded to approve the detailed trial balance.
 - Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-absent. Motion carried.

Resolution 2025-18 approving current expenses/bill run 5/28/25:

- Don Wells asked about the bill paid for diesel. Indicated that the diesel is for the generator and that the PHEP grant paid for it to be installed during the building renovation.
- Lisa Spillman motioned and Linda Weber seconded a motion to approve Resolution 2025-18
 - Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-absent. Motion carried.

019-0100	Maternal and Child Health	463.04
019-0300	Adult Health	209.55
019-0400	CB24 Grant	0.00
020-0100	District Health	4,038.50
020-0500	Enhanced Operations 23	30.12
020-0800	Workforce Development Grant 22	2,419.24
020-0801	Workforce Development Grant 23	7,615.45
020-3000	LEAD Grant	4,499.31
021-0100	Swimming Pools	16.11
022-0100	WIC	3,055.14
024-0100	Private Water	52.61
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	14.95
028-0100	Food Service & Retail Food Establishments	216.31
130-0100	Solid Waste – Non-Grant	12.85
130-0200	Solid Waste – CFLP Grant	12.85
131-0100	Household Sewage Treatment Systems	701.38
132-0300	Public Health Emergency Preparedness	871.02
		0.00
	Total	24,228.43

Resolution 2025-19 approving current expenses/bill run 6/11/2025:

- Lisa Spillman motioned and Dr. Richcreek seconded a motion to approve resolution 2025-19.
 - Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-absent. Motion carried.

019-0100	Maternal and Child Health	507.00
019-0300	Adult Health	0.00
019-0400	CB24 Grant	0.00
020-0100	District Health	575.28
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	0.00
020-0801	Workforce Development Grant 23	5,310.64
020-3000	LEAD Grant	0.00
021-0100	Swimming Pools	0.00
022-0100	WIC	288.75
024-0100	Private Water	0.00
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	2245.00
		0.00
	Total	8,926.67

Resolution 2025-20 approving current expenses/bill run 6/25/2025:

- Linda Weber moved and Dr Richcreek seconded a motion to approve resolution 2025-

19.

- Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-absent. Motion carried.

019-0100	Maternal and Child Health	36.44
019-0300	Adult Health	524.00
019-0400	CB24 Grant	0.00
020-0100	District Health	324.17
020-0500	Enhanced Operations 23	0.00
020-0801	Workforce Development Grant 23	395.33
020-3000	LEAD Grant	1,350.02
021-0100	Swimming Pools	0.00
022-0100	WIC	505.15
024-0100	Private Water	180.00
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	74.32
		0.00
	Total	3,389.43

Program Updates

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

Kristina Bell shared for environmental health. Zach Fanning is on vacation.

Request for Orders & Notice of Opportunity for Hearing: Proof of Rabies Vaccination for bite complaints:

- Carolyn Shuster
- William Hinds
- Richard Eakins
- Rebecca Cartwright
- Corey Allen
- Barbara Moore
- Maria Hall has been reviewing the bites from 2025. The above cases do not have proof of rabies vaccination or letters of release from quarantine. The letter will provide the owner 15 days from receipt of the letter to provide CPHD proof of vaccination or they can request a hearing to be held at the next meeting.

Motion to issue and mail the orders out by Dr. Richcreek, seconded by Linda Weber.

- Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-absent. Motion carried.

ODH was in in June to complete a survey of the program after being put on provisional last year.

- ODH staff indicated they will be recommending we remain on provisional for another year. CPHD must continue to make improvement to be released from provision in June of 2026 or the program could be lost.
- Noted needs for improvement include our ongoing documentation and education of staff. Recommended for CPHD to reach out to Licking County to job shadow

and share their documents. Also, recommendation for a national conference being held in Ohio later in 2025 and other opportunities that may arise.

- Dr. Richcreek asked for monthly updates on the HSTS program and other programs within the Environmental Health Department.

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

Get Vaccinated FY26:

- Holmes county has provided a contract to manage the grant if it is approved. Because CPHD's funding did not meet the \$30,000 threshold we must partner with another agency.
- Linda requested the contract be corrected in paragraph 4 "not" for "nor" and paragraph 18 "for" not "or"
- Motion to approve contract and allow health commissioner to sign once notice of award is received by Linda Weber and seconded by Dr. Richcreek
- Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-absent. Motion carried.

Monthly Updates:

- Tammy shared that Lyme disease numbers are increasing. They are fivefold from June 2024. Education is being put out through health fairs and social media. Planning to attend the Mt. Hope crippled children's auction to outreach to the Amish community regarding the CMH program and Lyme Disease. Significant health affects being seen from persons with Lyme Disease including, heart issues, neuro and arthritis in a child.
- CPHD has had 4 suspected measles cases. All have come back negative.
- Pomerene provided CPHD staff a training on Amish Culture during an all-staff meeting.
- The mammography van from OSU will be at our location on Thursday, July 3, 2025.

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

Updates include:

- The State WIC office has provided information on the WIC Supplemental Farmers Market Nutrition Program. The program has been cut for all programs this year. Our program will receive 70 \$30 coupon books.
- WIC will be hosting the Community Shower on August 7th from 1-3 in the Coshocton Community Room.
- State WIC will be giving CPHD WIC their State Management Evaluation close out on June 26th.

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

PHEP monthly updates:

- The PHEP grant is preparing to close out the grant year. The final request for approximately \$2000.00 has been submitted.
- Will be on a stop work order until the notice of award is received from the state. They are still awaiting their federal notice of award.
- Stephanie plans to outreach to the new EMA director next week.

- Will focus on continuing to build connections to the community organizations and collaborate more.

Accreditation Updates:

- Everything is submitted and CPHD has been assigned an accreditation specialist. We will wait to hear from PHAB on documents we need to resubmit.
- The community health assessment was completed last week in conjunction with CRMC. CPHD is awaiting the final report and steps to move on to the community health improvement plan.

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

Kristina Bell shared updates:

- The first bicycle safety day was held with community partners: CCSO, CFD, Prosecutor's office. WHIZ news attended and reported on the event.
- Continued to promote the lead testing and lead awareness through the month of June.
- Coffee with a Doc for June is at Rust Décor with Shelia Mayes.

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
- Final QI training in June with Stephanie Slifko and Brittany Taylor. Received our yellow and green belt.
- Evaluating the front desk coverage for all 3 windows as a possible next project in QI.
- Able to attend the Head Start end of year celebration and interact with the community.
- Don Wells asked if any feedback about the first quarter report sent to the DAC. Reported nothing received at CPHD.
- Don Wells asked if the environmental health committee needs to meet more than once a quarter. Kristina Bell indicated she does not think there is a need at this time. If it would arise, we could hold a committee meeting prior to the start of a board meeting.
- Reminder of the nursing, environmental health and personnel committee meetings in July and a finance committee meeting will be scheduled for August.

Old Business

Clemens Nelson: Estimate for legal review of the personnel policy. A written request has been submitted to Clemens Nelson by the health commissioner. We have not heard back from them yet.

Miscellaneous

None

Public Comment

None

Adjourn:

Linda Weber moved and Dr. Richcreek seconded a motion to adjourn. Roll call was unanimous. Motion carried. Time was 6:53 pm.




Board President, Don Wells



Date



Board Secretary, Kristina Bell



Date

(Minutes were prepared by KMB)

