



Coshocton Public Health District Minutes

July 17, 2025

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **Thursday, July 17, 2025**, at 637 Chestnut Street, Coshocton. Staff members attending: Nicole Shroyer - Fiscal Administrator, Brittany Taylor - WIC Director, Tammy Smith - Director of Nursing /Clinics, Zach Fanning- Environmental Health Director, and Stephanie Slifko - Emergency Response Coordinator/Accreditation Coordinator.

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, Dr. Jeff Poland, Linda Weber, Dr. Stephanie Richcreek. Absent- Lisa Spillman.

Administrative

Approved minutes from June 15, 2025 board meeting. Dr. Richcreek moved and Linda Weber seconded.

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

Resolution 2025-22 approving Vital Stats Fee Change. Linda Weber moved and Dr. Richcreek seconded:

- Nicole Shroyer provided information that the last vital stats fee change occurred in 2019 when it was increased to \$25. In 2016 it was increased to \$22. Nicole Shroyer provided information for Don Wells that CPHD keeps \$9.23.
- Roll call: Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-absent, Dr. Poland-yes. Motion carried

2025-26 Epidemiology Contract with Noble County Health Department.

- Linda Weber concerns 1st page 2nd paragraph take out the words “by partnering.” It should be an eminent contract. It does not affect the other counties by partnering. This way we are not hiring. It is a good deal for how qualified they need to be. Would still want to send that to prosecutor for review to have a note that it is reviewed and okayed. It has already been signed by Noble County.
- Linda Weber motioned and Dr. Poland seconded approval for Kristina Bell to sign the contract. Roll call: Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-absent, Dr. Poland-yes. Motion carried.

Fiscal

Accept Detailed Trial Balance for month ending June 30, 2025:

- Dr. Poland motioned and Linda Weber seconded to approve the detailed trial balance.
 - Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-absent, Dr. Poland-yes. Motion carried.

- Linda Weber questioned how quickly are we using the reserve/carry over.
 - Nicole Shroyer stated it is dwindling down
- Linda Weber put before the board that before any big expenditures are made should Don Wells meet with Nicole Shroyer? Trainings and other high-cost items? States we cannot lose our health department. CPHD does not have transportation. She does not mean any disrespect for Nicole Shroyer or Kristina Bell; she doesn't want the responsibility on them. She is worried about being her and maintaining the health of Coshocton County.
- Don Wells agrees with Linda Weber. We do not know what is going to happen and need to keep an eye on it. Don Wells indicated he could come in a little more often.
- Linda Weber does not count on the budget commission providing additional funding.
- Nicole Shroyer does not think they will give us any additional funding as long as we end the year in the positive. We should be a little more frugal with the money.
 - Dr. Poland questioned the lead campaign funding. Nicole Shroyer indicated it was for some salary and advertising.
 - Don Wells indicated that the Beacon is cheaper than the Tribune and it is something to look at.
 - Tammy Smith indicated that we try to advertise to all readers. Grants are specific for the what the funding can be used for.
- Nicole Shroyer indicated the workforce grant is going through ~~December~~ November 2027. Most funding will have to come out of district health.
- Linda Weber indicated the board should review the discretionary funding and not the grant funding.
- Dr. Poland indicated that the bicycle helmets came out of district health
- Nicole Shroyer indicated that she does not approve the spending that Kristina Bell does.
- Dr. Richcreek indicated that if the funding comes out of grant funding it is fine. If it is above a specific dollar amount the board should approve it.
- Linda Weber stated from this point forward have a discussion.
- Brittany Taylor indicated that the financial committee could meet between board meetings.
- Dr. Richcreek indicated that the board does not need to provide full approval on all spending. "Anything over \$500 that is not covered by grant spending would need to be reviewed and approved either by the full board or the finance committee. This would include all expenses for training not paid by a grant."
- Dr. Poland made a statement regarding travel in Ohio or provided by ODH and traveling out of state or overnight.

- Linda Weber made a statement regarding if the total for travel is \$500 and it is NOT paid by grant funding.
- Dr. Richcreek motioned and Linda Weber seconded to approval of the above proposal for approving expenses.
 - Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-absent, Dr. Poland-yes. Motion carried.

Resolution 2025-21 approving current expenses/bill run 7/9/2025:

- Nicole Shroyer provided information that an expense was for a lead billboard for the lead grant that needed to be spent down.
 - Linda Weber motioned and Dr. Richcreek seconded a motion to approve Resolution 2025-21. Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-absent, Dr. Poland-yes. Motion carried.

019-0100	Maternal and Child Health	28.38
019-0300	Adult Health	0.00
019-0400	CB24 Grant	6,329.17
020-0100	District Health	3,470.80
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	157.18
020-0801	Workforce Development Grant 23	1,330.92
020-3000	LEAD Grant	1,062.78
021-0100	Swimming Pools	\$0.06
022-0100	WIC	1,273.99
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	0.00
		0.00
	Total	13,733.28

Resolution 2025-23 approving current expenses/Bill Run 7/23/25:

- Dr. Richcreek questioned payment to the Tribune. It was part of the lead campaign that was paid by the lead funding. Nicole Shroyer confirmed that it was.
- Linda Weber motioned and Dr. Richcreek seconded a motion to approve Resolution 2025-21. Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-absent, Dr. Poland-yes. Motion carried.

019-0100	Maternal and Child Health	216.69
019-0300	Adult Health	318.70
019-0400	CB24 Grant	0.00
020-0100	District Health	324.17
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	0.00
020-0801	Workforce Development Grant 23	0.00
020-3000	LEAD Grant	1,134.00
021-0100	Swimming Pools	830.00
022-0100	WIC	253.75
024-0100	Private Water	1,730.00
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	1,650.00
028-0100	Food Service & Retail Food Establishments	448.00
130-0100	Solid Waste – Non-Grant	0.00
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	1,550.00
132-0300	Public Health Emergency Preparedness	74.32
		0.00
	Total	8,529.63

Program Updates

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

HSTS Program Survey by ODH.

- A letter was received on July 7th that the HSTS Program is no longer on provisional. The program meets the minimum standards. An action plan needs to be submitted within 45 days to ODH providing information on how CPHD will correct the noted activities.
- Linda Weber asked if having the 2 full REHS will be good for the programs. Zach indicated he will try to make it work. Linda state that he must share if there is not enough staff.
 - Linda asked if he truly believes that his load is less and the REHS staff can take on enough of the work and allow time for attendance of trainings.
 - Zach indicated that he and Olivia Elson will be going to Licking County in August to review their HSTS program.
 - Zach indicated that he is working on assigning programs and duties to the staff in the EH department. The programs require a lot of documentation.

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

- Maria Hall has the following individuals that needs letter for opportunity for hearing
 - Jeremy Smucker
 - Nicole Brewer
 - Nakisha Ayers
 - Laren Morris
- The above cases do not have proof of rabies vaccination and is unable to provide release from quarantine until received. 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 Linda Weber, seconded by Dr. Poland.
 - Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-absent, Dr. Poland-yes. Motion carried.

HSTS and Private Water Programs

- These programs have been busy. The HSTS program has approved systems and the wells permits have been issued. On track for 60-70 for each program in 2025. People are continuing to build. Many are in the areas toward Dresden and Newcomerstown.

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

Get Vaccinated FY26:

- Notice of award for the Get Vaccinated grant was received. Subrecipient through Holmes County. Award was not enough to apply on our own. The grant has 7 deliverables. Deliverable 2 has been deleted and reduced the funding to \$17,580 \$19,020.60. This is a deliverable grant thus full award may not be received as some as the deliverable are dependent on community provider offices' willingness to take part in trainings and immunization quality improvement projects. CPHD will complete the following: Trainings, provide education with area providers, and provide schools vaccination rates. Those relying on the community include offering quality improvement training to immunization and for services for those infants born with specific diagnosis. It does not pay us to go out an immunize. Alicia and Kristin are at 1st training today and next Thursday.

Lyme Disease:

- Lyme Disease cases continue to increase. Ohio is not an endemic state yet. ODH epi call shared they have to have so many cases per capita in the state for 3 years. Ohio is on their way. The cases have already doubled from 2024. A lot of the testing does not have to go through the 3rd tiered testing to be deemed positive.
 - Dr. Richcreek have had to send some out of county for testing because they live on the outskirts. Doing both tests.
 - Linda Weber questioned if any country has a vaccine.
 - Tammy smith is not aware. They are working on it.
 - Dr. Poland shared there was a vaccine but previous one did not work so no one wants to touch it.
 - Linda Weber shared farming neighbors do not use any preventative measures It is on WTNS and the information is out there on what you can do.
 - Dr. Richcreek shared Amish community think they have a lot of Lyme from hunting season.

- Tammy Smith shared Denise and Tori attended the crippled children clinic. Did take Lyme information.

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

Review and approval of job descriptions:

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

WIC State Management Evaluation:

- Brittany Taylor discussed the 4 corrective actions and 2 recommendations that are to have a response sent back to State WIC by August 27th.

Other Monthly Updates:

- Brittany Taylor shared WIC income guidelines increased July 1, 2025. WIC staff will be passing out the Ohio WIC Farmers Market Nutrition Program Coupons at the Coshocton Farmers Market on July 26th, the Community Shower on August 7th, and Schumaker Farms on August 9th. We have 70 \$30 coupon booklets available to eligible WIC participants. Kristin Lawrence and Brittany Taylor will be taking the Coshocton County Breastfeeding Network Mom and Baby Nook to the Sunflower Festival Family Day on August 2nd. Plan to promote WIC, CCBN, and CPHD at these events.
- Brittany Taylor shared that she was invited and invited to accept participating in the Leadership Coshocton County. Applied for a scholarship and the remaining will be covered by the Workforce Grant.

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

PHEP monthly updates:

- PHEP notice of award for full amount but have only received 75%. Issued a decrease in deliverables. Working on those. Met with the new EMA director. How we work into their work and continue those conversations. Deliverables that is a training in Columbus, Travel is put on hold- will not travel to regional meets. Will get our dollars and turn them early. Front load and work on accreditation. Get turned in before the end of the year.

Accreditation Updates:

- Accreditation- get a response from PHAB out of 142 only got 19 back. Tammy Smith and Stephanie Slifko were talking to ODH today cannot get information from ODH. Have until September 10th. Set a hard deadline to meet every other week until we get them done. Not sure if will kick back or set sight visit. Will invited community partners to see how things have changed. Continue to keep up with the documentation.

- Provided the CHA. Met with Kaylee and the vendor today. Adjust out plans based on that. CHIP got kicked back. It did not get to the finished point and needs to start over. Will have the new CHIP to turn in by Sept 10th did not have any real progress to turn in to show we really truly worked on it. Tammy and Steph to meet with Kaylee. Work together with CRMC. Make addendums. Make their plans addendum to ours to show what the whole community will be working on to see where we are working the collaboration.
- Stephanie Slifko shared Power Coshocton to maintain the CHIP and CRMC resource guide. Have a community guide, have Amish resource guide. Take the CHA data and the CHIP to make projects out of it. Trying to not let the data die. The data exists and is for a purpose.
 - Linda Weber- reminder Coshocton Foundation- 1 time purchase not on going

Request for approval of the CHA:

- 1st Dr. Poland motioned and Dr. Richcreek seconded to approve the CHA. Roll Call: Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-absent, Dr. Poland-yes. Motion carried.
- Strategic plan: Stephanie Slifko provided the Board with an update on the Strategic Plan. The Board reviewed the priorities and the progress being made. Staff is meeting quarterly and updates will be provided to the Board quarterly. The final priority to work on is fiscal. That scorecard is in the making. The goal is to provide this scorecard to the Board in August.
- Working on performance Management.

Request for review and approval for health commissioner to review and promulgate Emergency Response Plan amendments.

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

Employee Recognition Policy review for approval

- Stephanie Slifko- PHAB kicked back. Was not adopted.
- Dr. Poland motioned and Linda Weber seconded. Roll call: Don Wells-yes, Linda Weber-abstained, Dr. Richcreek-yes, Lisa Spillman-absent, Dr. Poland-absent. Motion carried

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

- Tammy Smith shared that the nursing staff will be attending the CRMC Fun Day on August 2nd.

Health Commissioner:

Kristina Bell presented the following updates to the board:

- Committees
 - Finance Committee Report: Meets August 21st at 4:30 pm

- *Members: Lisa Spillman, Dr. Jeff Poland, Kristina Bell, & Nicole Shroyer*
- Environmental Health Committee Report: Met July 2nd (report included)
 - *Members: Don Wells, Dr. Stephanie Richcreek, Zach Fanning & EH Staff, Kristina Bell*
- Personnel Committee Report: Met July 10th (report included)
 - *Members: Linda Weber, Dr. Jeff Poland, Tammy Smith, Brittany Taylor, Kristina Bell*
- Nursing Committee Meeting: Meets July 25th at 1 pm
 - *Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell*
- Monthly Updates
- OVRS (New State Vital Statistics Software) will go live for births on August 6th, 2025.

Old Business

Clemens Nelson: Estimate for legal review and recommendations of personnel policy

- Still awaiting a response from the firm. Reached back out in early July.

Miscellaneous

Board of Health Continuing Education:

- Module 2: APHA Code of Ethics (13:26)
 - [Local Boards of Health Continuing Education Lectures | College of Public Health | Kent State University](#)
 - Observed by Dr. Richcreek, Linda Weber, Dr. Poland, Don Wells, Tammy Smith, Zach Fanning, Nicole Shroyer, Stephanie Slifko, Brittany Taylor, Mary from WTNS.
 - Linda Weber encouraged to share with Kris to remind Lisa Spillman to watch this video. Also, Dr. Poland needs last month's video

Public Comment

None

Adjourn:

Linda Weber moved and Dr. Richcreek seconded a motion to adjourn. Roll call was unanimous. Motion carried. Time was 6:45 pm.

Board President, Don Wells

Date

Board Secretary, Kristina Bell

Date

Donald L. Wells

Board President, Don Wells

8/21/25

Date

Kristina Bell

Board Secretary, Kristina Bell

8/21/25

Date

(Minutes were prepared by KMB)