



Coshocton Public Health District Minutes

August 21, 2025

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **Thursday, August 21, 2025**, at 637 Chestnut Street, Coshocton. Staff members attending: Kristina Bell- Health Commissioner, Nicole Shroyer - Fiscal Officer, Tammy Smith - Director of Nursing /Clinics, Zach Fanning- Environmental Health Director, and Stephanie Slifko – Health Planner, and Mary Fergoli-WTNS.

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

Administrative

Approved minutes from July 17, 2025 board meeting. Linda Weber moved and Jeff Poland seconded.

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

Discussion regarding the city county health department merger contract

- Health Commissioner reported that there has been some discussion regarding the contract's requirement to run a levy by 2029 during individual discussions and wanted to have the discussion with the full board.
- Went over the requirements of the merger
- Board determined they would like to revisit the contract in one year.

Fiscal

Accept Detailed Trial Balance for month ending July 31, 2025:

- Dr. Poland 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-yes. Motion carried.

Resolution 2025-24 approving current expenses/bill run 8/6/2025:

- Linda Weber motioned and Dr. Richcreek seconded a motion to approve Resolution 2025-24. Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-yes. Motion carried.

019-0100	Maternal and Child Health	0.00
019-0300	Adult Health	0.00
019-0400	CB24 Grant	0.00
020-0100	District Health	818.62
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	0.00
020-0801	Workforce Development Grant 23	995.28
020-3000	LEAD Grant	1,435.00
021-0100	Swimming Pools	0.00
022-0100	WIC	2,371.48
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	5,620.38

Resolution 2025-25 approving current expenses/Bill Run 8/20/2025:

- Linda Weber motioned and Dr. Poland seconded a motion to approve Resolution 2025-21. Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-yes. Motion carried.

019	Maternal and Child Health	6,334.19
019-0300	Adult Health	0.00
019-0400	CB24 Grant	0.00
020	District Health	10,156.43
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	0.00
020-0801	Workforce Development Grant 23	5,325.00
020-3000	LEAD Grant	0.00
021-0100	Swimming Pools	0.00
022-0100	WIC	840.39
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	Public Health Emergency Preparedness	2,319.32
		0.00
	Total	24,975.33

Program Updates

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

- **Rabies Program *Notice of Hearing*** requested for:
 - Wendy Burnett, failure to submit proof of rabies vaccination to release cat from quarantine ordered on 5/19/2025
 - Jennifer Lawrence, failure to submit proof of rabies vaccination to release dog from quarantine ordered on 5/29/2025
 - Tiffany Patterson, failure to submit proof of rabies vaccination to release cat from quarantine ordered on 6/13/2025
- Dr. Poland motioned and Dr. Richcreek seconded to approve the request for hearing with 15-day notice. Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-yes. Motion carried.
- **Rabies Program *Board Hearing Citation*** requested for:
 - Jeremy Smuker, failure to provide vaccination records after a notice of hearing sent June 24.
 - Linda Weber motioned and Dr. Richcreek seconded to approve the request for citation to declare a public health nuisance. Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-yes. Motion carried.
- **Body Art Program *Notice of Hearing*** requested for:
 - Miles Jones, tattooing without an approval
 - Dr. Poland motioned and Dr. Richcreek seconded to approve the request to approve the request for hearing with 15-day notice. Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-yes. Motion carried.
- **Food Program**
 - Trending Treats, operating without a license
 - Dr. Poland motioned and Linda Weber seconded to approve the request to approve the request for hearing with 15-day notice. Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-yes. Motion carried.

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

- Coshocton Public Health District will be spotlighted as a United Way Agency on 8/27/2025

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

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

Accreditation Updates:

- Shared information regarding the development of the Access to Care educational mini-series
- Five documents left to correct and resubmit to PHAP by early September.

Health Education: Submitted to the board.

Health Commissioner:

Kristina Bell presented the following updates to the board:

- Committees
 - **Finance Committee** Report: Meets September 18th at 4:30 pm. *Members: Lisa Spillman, Dr. Jeff Poland, Kristina Bell, & Nicole Shroyer*
 - **Environmental Health Committee** Report: Meets October 1st at noon. *Members: Don Wells, Dr. Stephanie Richcreek, Zach Fanning & EH Staff, Kristina Bell*
 - **Personnel Committee** Report: Meets October 9th at 1 pm. Request to move to Wednesday, October 8th at 1 pm. *Members: Linda Weber, Dr. Jeff Poland, Tammy Smith, Brittany Taylor, Kristina Bell*
 - **Nursing Committee** Meeting: Meets September 19th at noon. *Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell*
- Monthly Updates

Personnel

Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

- Linda Weber motioned and Dr. Richcreek seconded to go into executive session at 6:35
- Returned from executive session at 6:54 no action taken.

Review and approval of program assistant position description

- Linda Weber motioned and Lisa Spillman seconded a motion to approve the position description of program assistant. Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-yes. Motion carried.
- Kristina Bell requested that McKenna Franks be approved to fill this position and receive a \$2.00 per hour pay raise effective pay period 18 (8/9/25-8/22/25).
- Linda Weber motioned and Dr. Poland seconded a motion to approve McKenna Franks filling the position and the proposed raise. Don Wells-yes, Linda Weber-yes, Dr. Richcreek-yes, Lisa Spillman-yes, Dr. Poland-yes. Motion carried.

Workforce Development (Funded by the Workforce Development FY 23 grant).

- Association of Ohio Health Commissioners Fall Conference (required attendance)
 - Overnight Travel Request- Kristina Bell to attend the AOHC Fall Conference in Columbus, OH, September 22-24, 2025. Registration in the amount of \$250, one night lodging, travel & meals
 - Dr. Douglas Virostko on September 23 for Medical Director's University. Registration in the amount of \$140 and travel.
 - Tammy Smith September 24. Registration in the amount of \$100 and travel
- Overnight Travel Request- Conference Attendance to the Ohio Public Health Association Public Health Nurse/Epi conference at Kent State University on November 6-7 for Tammy Smith and additional nurse. Registration in the amount of \$979.14, one night lodging and meals
- No action needed

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 August.

Miscellaneous

Board of Health Continuing Education:

- Module 3: Ohio Ethics Laws (related to revolving door employment after service as a public employee or member of a public board) (16:16)
- Local Boards of Health Continuing Education Lectures | College of Public Health | Kent State University
- Unable to complete training module due to technical issues. Tabled until the September board meeting.

Public Comment

None

Adjourn:

Linda Weber moved and Dr. Richcreek seconded a motion to adjourn. Roll call was unanimous. Motion carried. Time was 7:22 pm.





Board President, Don Wells

Date

Kristina Beel

9/18/25

Board Secretary, Kristina Bell

Date

(Minutes were prepared by KMB)