



637 Chestnut Street, Coshocton, OH 43812
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Coshocton Public Health District Minutes

October 16, 2025 @ 5:30 pm

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **October 16, 2025 at 5:30 pm**, at 637 Chestnut Street, Coshocton. Staff members attending: Kristina Bell, Nicole Shroyer, Stephanie Slifko, Brittany Taylor, and Zach Fanning

Roll Call: The meeting was called to order by Don Wells, president, at 5:30 p.m. by a roll call vote. Board members present:

X Don Wells X Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek X Lisa Spillman

Administrative

1. Approved minutes from September 16, 2025 board meeting. Dr. Jeff Poland moved and Dr. Stephanie Richcreek seconded.
 - a. Roll call: X Don Wells X Dr. Jeff Poland
Abstained Linda Weber X Dr. Stephanie Richcreek X Lisa Spillman
 - b. Motion approved.

Fiscal

1. Accept Detailed Trial Balance for month ending September 30, 2025:
 - a. Nicole Shroyer shared that the budget is in the best state it can be at this time. Through a finance training she attended, she will begin to forecast the budget up to five years out.
 - b. Lisa Spillman shared there are a lot of unknowns for public health budgets at this time. In the District Health fund, CPHD shows it is spending less than it has coming in right now and that is being seen in our cash balances.
 - c. Kristina Bell shared that Tammy has information from Vaxcare that most clinics see their immunization rate double the first year they have it. This would take us from 800 to 1600 immunizations.
 - d. Lisa Spillman motioned and Dr. Jeff Poland seconded to approve the detailed trial balance.
 - e. Roll call: X Don Wells X Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek X Lisa Spillman
 - f. Motion approved.
2. Amended Resolution 2025-26 approving current expenses/Bill Run 09/03/2025
 - a. Nicole Shroyer shared that in 10/2025 there was a typo in the numbers on the original document. Some of the funds were entered under Adult



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Health and it all belonged under MCHC.

- b. Linda Weber motioned and Dr. Stephanie Richcreek seconded a motion to approve Amended Resolution 2025-26
- c. Roll call: X Don Wells X Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek X Lisa Spillman
- d. Motion approved.

019	Maternal and Child Health	0.00
019-0300	Adult Health	1,030.55
019-0400	CB24 Grant	0.00
020	District Health	1,084.93
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	0.00
020-0801	Workforce Development Grant 23	1,971.87
020-3000	LEAD Grant	0.00
021-0100	Swimming Pools	0.00
022-0100	WIC	1,753.36
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	0.00
		0.00
	Total	5,840.71

- 3. Resolution 2025-28 approving current expenses/bill run 10/1/2025:
 - a. Lisa Spillman motioned and Linda Weber seconded a motion to approve Resolution 2025-28
 - b. Roll call: X Don Wells X Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek X Lisa Spillman
 - c. Motion approved.



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019	Maternal and Child Health	4,169.79
019-0300	Adult Health	178.59
019-0400	CB24 Grant	0.00
020	District Health	476.11
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	0.00
020-0801	Workforce Development Grant 23	613.65
020-3000	LEAD Grant	0.00
021-0100	Swimming Pools	0.00
022-0100	WIC	936.33
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	10.48
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	119.32
		0.00
	Total	6,504.27

4. Resolution 2025-29 approving current expenses/bill run 10/15/2025:
 - a. Nicole Shroyer shared that the annual insurance bill and a contract for Kane Learning through the workforce grant is the reason this bill run was unusually high
 - b. Linda Weber motioned and Lisa Spillman seconded a motion to approve Resolution 2025-28
 - c. Roll call: X Don Wells X Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek X Lisa Spillman
 - d. Motion approved.



019	Maternal and Child Health	2,359.73
019-0300	Adult Health	1,644.56
019-0400	CB24 Grant	0.00
020	District Health	19,576.20
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	0.00
020-0801	Workforce Development Grant 23	5,333.38
020-3000	LEAD Grant	0.00
021-0100	Swimming Pools	0.00
022-0100	WIC	31.71
024-0100	Private Water	4,694.00
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	460.00
130-0100	Solid Waste – Non-Grant	0.00
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	2,586.00
132	Public Health Emergency Preparedness	0.00
		0.00
	Total	36,685.58

Program Updates

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

a. Monthly updates

- i. Zach shared the following: Well and Septic permits are trending up for the year and is good for revenue. He will be completing the food cost methodology and the first reading will be at the November BOH meeting. He shared the Executive Order for intoxicating hemp products and had discussion with the BOH. A judge has issued a 14 day stay on this order.
- ii. CFLP grant overview: CPHD has submitted the annual request for funding in the amount of \$10,400. This includes new revenue for nuisance trash complaints REHS go out on. We can invoice \$50 per inspection with a cap of \$6000.

1. Public Health Nursing: Tammy Smith submitted report in the board packet.

a. Monthly Updates

- i. Kristina Bell shared vax care rolled out at the end of September in the clinic. It was utilized when they went to Riverview to immunize staff. Everything they have provided has been covered. CPHD has increased the vaccines and options we are able to provide to the community.
- ii. Kristina Bell shared in the hiring process for the full time LPN that left. The one that left regrets leaving and would like to come back. We are going to interview her as a new employee. Interviewed a nurse from the



licking county jail. She has to be off for 60 days. She would not be able to be hired until Dec 8th. We would propose to fill the current vacancy. We would like to hire a part time LPN. Tammy is doing so much clinic work. Fill the current position and add a part time LPN.

- iii. Dr. Poland had a discussion with Nicole Shroyer if we could afford it. Vax care will kick in with more staff. We get open 5 days vs 4. May generate more people coming in. In 6 months, we reevaluate. First will come out of district health fund.

- 1. 1st Linda Weber- make a motion to establish the part time position.
 - 2. 2nd Dr. Poland
 - a. Motion approved.

2. WIC: Brittany Taylor submitted report in the board packet.

a. Monthly updates for WIC

- i. Brittany Taylor shared the end of the grant fiscal year numbers, sharing that we ended with an average of 655 Certified WIC Participants. Reviewed the breastfeeding rates are high and proud of the WIC staff for maintaining the caseload and helping mothers breastfeed. Discussed the breastfeeding room at the Coshocton County Fair, received good feedback and it seemed that many took advantage of the room. Discussed the government shutdown. The last update from State WIC is that Ohio had contingency funds to keep the program going for now.
- ii. Kristina Bell shared the State has food funds. If those run out that is where the concern will come in providing nutrition for families. If there are no benefits to give there is no WIC. We do not have a lot of opportunity for nutrition. We could see more hunger in Coshocton. Starting to research the referrals process for food banks.

3. PHEP & Accreditation: Stephanie Slifko submitted report information to the board.

a. PHEP monthly updates

- i. Stephanie Slifko shared still pushing forward on deliverables. Work on deliverables and turn them in. 53% completed in the last 3 months. Work ahead and get cash in. Make time for things we need to catch up on. It is a strategy.

b. Accreditation monthly updates

- i. We have our site visit scheduled. We got sent a lady from Texas going to chair our site visit. Proposed 1 day virtual. Come Dec 17th for in person part. Proposed to do it all in one day- will move forward with December 17th. Will have to determine board members. Will do a mock site visit- questions and sessions planned to get staff thinking about what PHAB will ask. Will pick which domains to focus on. Will have a heads up. Board



members can come in and have conversations. Will invite several community partners to share how we have changed over the years. They will provide an agenda to give a time they will want to meet with the Board. We will probably know in 30 days if we are accredited or have an A-card for what we need to change or provide.

4. Health Education: Submitted report in the board packet

a. Monthly updates

- a. Kristina Bell shared we continue through social media to push out a lot of information. Programing, new license, food recalls. Public Health Matters spots that will touch different persons across the community using different staff to share the information. Health Education is focused on the programing.

5. Health Commissioner: Submitted report in the board packet.

a. Committees

- i. **Finance Committee** Report: Meets November 20, 2025 at 4:30 pm
Members: Lisa Spillman, Dr. Jeff Poland, Kristina Bell, & Nicole Shroyer
- ii. **Environmental Health Committee** Report: Meets January 7, 2026 at noon
Members: Don Wells, Dr. Stephanie Richcreek, Zach Fanning & EH Staff, Kristina Bell
 1. Dr. Richcreek- could EH be moved to a Tuesday or Thursday?
Zach, Kris, Dr. R, Don agreed to change to Tuesdays.
- iii. **Personnel Committee** Report: Meets January 8, 2026 at 1 pm. *Members: Linda Weber, Dr. Jeff Poland, Tammy Smith, Brittany Taylor, Kristina Bell*
- iv. **Nursing Committee** Meeting: Meets December 19, 2025 at noon
Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell

b. Monthly Updates

- i. Kristina Bell shared September was the fall AOHC conference. Education on ticks and Lyme disease. A lot of information on influenza and dairy cattle. It was a good conference, will pair up Health Commissioners and have mentors for us. We have looked a lot at staffing.
- ii. Brittany Taylor and she talked with NAS at State WIC.
- iii. Worked with Environmental Health and their staffing and their needs. Will continue to work with them on that.

Personnel

1. Review and approval of Environmental Health job descriptions
 - a. Kris shared Zach reviewed before providing to the Board.
 - i. Motion to approve Dr. Poland



- ii. Seconded Linda Weber
 - 1. Motion approved
- 2. Request for Friday, November 28th, 2025 (Thanksgiving Day) off as holiday.
 - a. Currently a holiday the staff have had off the past 10 years. It is not a standing holiday.
 - i. Dr. Poland stated they get 1 personal day
 - ii. Motion to approve Linda Weber
 - iii. Seconded Lisa Spillman
 - 1. Linda Weber- yes, Lisa Spillman- yes, Dr. Richcreek- yes, Dr. Poland- no, Don Wells- yes
 - 2. Motion approved

Old Business

- 1. Legal review of the personnel policy (see retention letter in BOH packet)
 - a. Kristina Bell received feedback from the attorney- Jonathan Downs. They would not provide an actual quote. They would only provide hourly rate. They will bill us monthly.
 - i. Linda Weber- when doing a new contract to keep when sent to the prosecutor and when they do not respond. It protects if someone comes back on it would protect us no changes or corrections.
 - ii. We would have to find our own HR attorney. They are supposed to review.
 - iii. Lisa Spillman asked Nicole Shroyer if there is a blanket then reevaluate.
 - iv. Kristina Bell shared would be using Accreditation funds.
 - 1. Dr. Poland- since compiled should be reviewed.
 - v. Kristina Bell shared he did have concerns due to the age of the county policy we used.
 - vi. Nicole Shroyer- we have used \$30,000. Next year we would have \$20,000.
 - vii. Lisa Spillman- suggested up to \$10,000 then reevaluate.
 - viii. Dr. Richcreek- suggested \$5,000 then reevaluate.
 - ix. Dr. Poland- suggested \$7,500.
 - x. Finance committee meets monthly.
 - 1. Motion to approve \$5,000 then reevaluate
 - a. 1st Lisa Spillman
 - b. 2nd Dr. Poland
 - i. Motion approved

Miscellaneous

Kris included a copy of PEP insurance. Usually does their review yearly. Provided their suggestions that we need to make a plan to improve.



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Public Comment

None

Adjourn:

Don asked for adjournment. 6:20pm 1st Dr. Richcreek, 2nd Lisa Spillman. Motion adjourned.

Donald S. Wells

11/20/2025

Board President, Don Wells

Date

Board Secretary, Kristina Bell

Date

(Minutes were prepared by KMB)