



637 Chestnut Street, Coshocton, OH 43812
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Coshocton Public Health District Minutes
November 20, 2025 @ 5:30 pm
Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **November 20, 2025 at 5:30 pm**, at 637 Chestnut Street, Coshocton. Staff members attending: Kristina Bell, Nicole Shroyer, Stephanie Slifko, Brittany Taylor, Tammy Smith, 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 Excused Absence Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek Excused Absence Lisa Spillman

Administrative

1. Approved minutes from October 16, 2025 board meeting with the correction that Linda Weber was present at the meeting.
 - a. Dr. Stephanie Richcreek moved and Linda Weber seconded.
 - b. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek Absent Lisa Spillman
 - c. Motion approved.

Fiscal

1. Accept Detailed Trial Balance for month ending October 31, 2025:
 - a. Nicole shared we are still in the black and think we will be next year
 - b. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the detailed trial balance.
 - c. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek Absent Lisa Spillman
 - d. Motion approved.
2. Resolution 2025-30 approving current expenses/Bill Run 10/29/2025
 - a. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the Resolution 2025-30.
 - b. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek Absent Lisa Spillman
 - c. Motion approved.



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019	Maternal and Child Health	11.43
019-0300	Adult Health	11.43
019-0400	CB24 Grant	0.00
020	District Health	1,392.73
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	0.00
020-0801	Workforce Development Grant 23	1,568.56
020-3000	LEAD Grant	0.00
021-0100	Swimming Pools	0.00
022-0100	WIC	11.89
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	2,181.29
		0.00
	Total	5,177.33

3. Resolution 2025-34 approving current expenses/Bill Run 11/12/2025

- a. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the Resolution 2025-34.
- b. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek Absent Lisa Spillman
- c. Motion approved.

019	Maternal and Child Health	140.18
019-0300	Adult Health	129.17
019-0400	CB24 Grant	0.00
020	District Health	870.60
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	0.00
020-0801	Workforce Development Grant 23	570.84
020-3000	LEAD Grant	0.00
021-0100	Swimming Pools	0.00
022	WIC	315.00
024-0100	Private Water	63.68
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	209.89
130-0100	Solid Waste – Non-Grant	5.10
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	98.68
132	Public Health Emergency Preparedness	45.00
		0.00
	Total	2,448.14



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4. Resolution 2025-36 approving current expenses/Bill Run 11/26/2025

- a. Nicole completed today and presented to the board today
- b. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the Resolution 2025-36.
- c. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber
 X Dr. Stephanie Richcreek Absent Lisa Spillman
- a. Motion approved.

019	Maternal and Child Health	49.87
019-0300	Adult Health	183.00
019-0400	CB24 Grant	0.00
020	District Health	546.84
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	0.00
020-0801	Workforce Development Grant 23	1,542.00
020-3000	LEAD Grant	0.00
021-0100	Swimming Pools	0.00
022	WIC	0.00
024-0100	Private Water	533.00
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	199.17
130-0100	Solid Waste – Non-Grant	11.09
130-0200	Solid Waste – CFLP Grant	5.22
131-0100	Household Sewage Treatment Systems	.58
132	Public Health Emergency Preparedness	74.54
		0.00
	Total	3,145.31

5. Review & Approval of Cash Management Revenue Policy

- b. Kris shared we are going through policies for each department. This is one Nicole has written.
- c. Linda thought it was excellent.
- d. Linda Weber motioned and Dr. Stephanie Richcreek seconded to the Cash Management Revenue Policy.
- e. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber
 X Dr. Stephanie Richcreek Absent Lisa Spillman
- f. Motion approved.

6. Review & Approval of Credit Card Revenue Management Policy

- g. Linda Weber motioned and Dr. Stephanie Richcreek seconded to Credit Card Revenue Management Policy.
- h. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber



X Dr. Stephanie Richcreek Absent Lisa Spillman

- i. Motion approved.
7. 2023/24 Financial Audit
 - j. Presented to the board for their information. Nicole shared they said everything looks good. Gave leniency due to the combining of City and County. No marks.
8. Review & Approval of AOHC annual membership
 - a. Kris presented A bill that was received today to be presented to the board over \$500.
 - b. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the requisition.
 - c. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek Absent Lisa Spillman
 - d. Motion approved.

Program Updates

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

- a. Monthly updates
 - i. Zach Fanning shared we are in the 80s for well and septic permits. Busy this week with open dumping complaints. Most of the material from the bike burning ended up in a ravine. Zach has been out the past few days talking with the owners and EPA. The lithium batteries from the electronic bikes is the concern. They are going to take the construction debris to Kimble. It has been dug out. Lithium batteries will be taken by a registered company. EPA's decision if criminal.
- b. Resolution 2025-31 Tattoo and Body Art Establishment of Fees, Emergency
 - i. Fees updated the temporary and combined services.
 - ii. Linda spoke with Kris that the fees are in line with other counties. We should be able to get as much as our Appalachian counties
 - iii. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the requisition.
 - iv. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek Absent Lisa Spillman
- c. Resolution 2025-32 Private Water System Fees, Emergency
 - i. Dr. Stephanie Richcreek motioned and Linda Weber seconded to approve the requisition.
 - ii. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber
X Dr. Stephanie Richcreek Absent Lisa Spillman
 - iii. Motion approved.
- d. Resolution 2025-33 HSTS Fees, Emergency
 - i. Linda Weber motioned and Dr. Stephanie Richcreek seconded to



- approve the requisition.
- ii. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber X Dr. Stephanie Richcreek Absent Lisa Spillman
 - iii. Motion approved.
- e. Resolution 2025-35 Retail Food Establishment and Food Service Operation Fees, 1st Reading
- i. We will have a 2nd reading and final approval. Public hearing will be December board meeting. Zach will be sending the information out maybe tomorrow.
- f. Review and Approval of Temporary Event Policy & Procedure
- i. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the requisition.
 - ii. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber X Dr. Stephanie Richcreek Absent Lisa Spillman
 - iii. Motion approved.
- g. HS GovTech Contract
- i. Contract Zach Fanning, Olivia Elson, Maria Hall, and Kristina Bell have been sitting in to learn about software for EH programing. Health Space was used by the city years ago. Acella has not had a positive report. Many jurisdictions are going with the HS GovTech.
 - ii. Linda Weber questioned the cost as compared to HDIS.
 - iii. Kristina Bell shared the starting cost is \$4400 then annually it will be similar to HDIS. It is cloud based so they could go out on the field and utilize the program. It will do invoice and receipt. This will help fiscal. Was reviewed by auditors' office.
 - iv. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the requisition.
 - v. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber X Dr. Stephanie Richcreek Absent Lisa Spillman
 - vi. Motion approved
- h. Review and Approval of Plan Review Policy
- i. Food facility if there is a new one. We did not have anything in writing. They would need to submit plans. We were not reviewing
 - ii. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the requisition.
 - iii. Roll call: X Don Wells Absent Dr. Jeff Poland X Linda Weber X Dr. Stephanie Richcreek Absent Lisa Spillman
 - iv. Motion approved



1. **Public Health Nursing:** Tammy Smith submitted report in the board packet.
 - a. Monthly Updates
 - i. Several home bound visits. Vax care is going really well. Lots of walk ins for high does flu. Gotten reimbursement check first, now check is electronic. So far so good. Dr. Virostko and Tammy Smith were on the talk show. Highlighted expanded services, vax, prevention of respiratory viruses. Good feedback from the 50s expo today with good questions from the public.
2. **WIC:** Brittany Taylor submitted report in the board packet.
 - a. Monthly updates for WIC
 - i. Linda Weber shared how impactful it was to see us continuing our efforts during the government shutdown
3. **PHEP & Accreditation:** Stephanie Slifko submitted report information to the board.
 - a. PHEP monthly updates
 - i. Working on deliverables. ODH came down for training. 50s expo recruiting for the MRC. Turning in 3 deliverables this month. Recuring, finances, and hr. working on after action report. Also done with this years PHEP deliverables.
 - b. Accreditation monthly updates
 - i. Coffee with the Doc Dr. B filled in. McKenna Franks went down it was a good turnout. Miniseries at the beginning of the year. Coffee with the Doc will continue.
 - ii. Travel and training in October. Sample agenda for Site visit. Linda Weber is planning to attend. Stephanie Slifko will make arrangements for certain plans if needed for the board. Kaylee Andrews from CRMC to discuss CHIP, CHA, MOU, Mayor perspective on the merger and different things that changed, Library- WIC and MCHC, EMS- Community changes, government assistance, a few others have been invited. Have a call planned to get narrowed down. Had a mock site visit with staff with questions PHAB might ask to talk about the work we do, the environment here. May find out in February the results.
4. **Health Education:** Submitted report in the board packet
 - a. Monthly updates
 - i. Kristina Bell- examples of what was done throughout the month. Tried to focus on PHM topics. Getting more education out about environmental health, recalls, we noticed we didn't do as many staff focused and community focused posts.
 - ii. Don Wells questioned funding for health educator



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- iii. Kristina Bell shared in order to have the EH staff we can not fund Health educator.
- iv. Don Wells questioned what kind of funds are needed for Health Educator.
 - 1. Kristina Bell shared it would not suit starting rate \$21/hr. plus benefits.
- v. Linda Weber thinks it is working out. Coffee with a Doc is going well, social media and radio. All we can do is put it out there and we are making it as available as possible. We have tv and build boards. Asking people to do the work, here is our professional information.
- vi. Kristina Bell- newsletter is still going out monthly.
- vii. Don Wells- if funding was available would it be important to put the health education out there.
- viii. Kristina Bell- we are missing schools and getting out to events/hosting events.
- ix. Stephanie Slifko- if you look at CHIP our piece is the education piece which is being spread apart to different staff and not a consistent message.
- x. Kristina Bell- community is reaching out to us but not having that direct person to contact.

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
Canceled today is scheduled in December
- ii. **Environmental Health Committee Report:** Meets January 8, 2026 at noon. *Members: Don Wells, Dr. Stephanie Richcreek, Zach Fanning & EH Staff, Kristina Bell*
- 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. Exploring options with Nicole. Looking at Enterprise for an open lease. The benefit is we would not have that big cash outlay.
- ii. Linda Weber questioned if they are comfortable with it.
- iii. Kristina Bell shared we paying milage and becoming more routine. Other counties do not have vehicles and that is what they do.
- iv. Request permission to put both vehicles up for sale
 - 1. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the requisition.
 - 2. Roll call: X Don Wells Absent Dr. Jeff Poland
X Linda Weber X Dr. Stephanie Richcreek Absent



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Lisa Spillman

3. Motion approved

v. Linda Weber moved that the department has permission to enter into a vehicle lease agreement before the next meeting.

1. Linda Weber motioned and Dr. Stephanie Richcreek seconded to approve the requisition.

2. Roll call: X Don Wells Absent Dr. Jeff Poland
X Linda Weber X Dr. Stephanie Richcreek Absent
Lisa Spillman

3. Motion approved

vi. Kristina Bell shared we have one more group of fees we are evaluating- pools and campgrounds- will get them on a regular schedule in 2026.

1. Quality Improvement projects currently: WIC and Clinic- schedules, workloads, scheduling, how to better move participants through. Clinic- what the work load is and how to improve as best as possible.

Personnel

N/A

Old Business

N/A

Miscellaneous

N/A

Public Comment

None

Adjourn:

Adjournment: 1st Linda Weber, 2nd Dr. Richcreek 6:14pm meeting adjourned.

Don Wells

12/18/2024

Board President, Don Wells

Date

Kristina Bell

12/19/2025

Board Secretary, Kristina Bell

Date

(Minutes were prepared by KMB)