



637 Chestnut Street, Coshocton, OH 43812  
(740) 622-1426 | (740) 295-7576 | [www.coshoctoncounty.net/health](http://www.coshoctoncounty.net/health)

### **Coshocton Public Health District Minutes**

December 18, 2025 @ 5:30 pm

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **December 18, 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                      X Dr. Jeff Poland                      X Linda Weber  
X Dr. Stephanie Richcreek      X Lisa Spillman

#### **Administrative**

1. Approved minutes from November 2025 board meeting.
  - a. Dr. Stephanie Richcreek moved and Linda Weber seconded.
  - b. Roll call:      X Don Wells      Abstained Dr. Jeff Poland  
                    X Linda Weber      X Dr. Stephanie Richcreek      X Lisa Spillman
  - c. Motion approved.
2. Approved 2026 Medical Director's contract
  - a. Linda Weber moved and Dr. Stephanie Richcreek seconded.
  - b. Roll call:      X Don Wells      ~~Abstained~~<sup>X</sup> Dr. Jeff Poland  
                    X Linda Weber      X Dr. Stephanie Richcreek      X Lisa Spillman
  - c. Motion approved.

#### **Fiscal**

1. Accept Detailed Trial Balance for month ending November 30, 2025:
  - a. Lisa Spillman motioned and Linda Weber seconded to approve the detailed trial balance.
  - b. Roll call: X Don Wells      X Dr. Jeff Poland                      X Linda Weber  
                    X Dr. Stephanie Richcreek      X Lisa Spillman
  - c. Motion approved.
2. Resolution 2025-37 approving current expenses/Bill Run 12/10/2025
  - a. Lisa Spillman motioned and Linda Weber seconded to approve the Resolution 2025-37.
  - 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	2,459.67
019-0300	Adult Health	177.32
019-0400	CB24 Grant	0.00
020	District Health	4,947.47
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	0.00
021-0100	Swimming Pools	80.00
022	WIC	0.00
024-0100	Private Water	158.92
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	248.70
130-0100	Solid Waste – Non-Grant	1.16
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	221.44
132	Public Health Emergency Preparedness	0.00
		0.00
	<b>Total</b>	<b>8,294.68</b>

3. Resolution 2025-40 approving current expenses/Bill Run 12/24/2025

- a. Lisa Spillman motioned and Linda Weber seconded to approve the Resolution 2025-40.
- b. Roll call: X Don Wells    X Dr. Jeff Poland    X Linda Weber  
X Dr. Stephanie Richcreek    X Lisa Spillman
- c. Motion approved.

019	Maternal and Child Health	2,569.65
019-0300	Adult Health	594.40
019-0400	CB24 Grant	216.87
020	District Health	1,677.60
020-0500	Enhanced Operations 23	0.00
020-0800	Workforce Development Grant 22	1,141.20
020-0801	Workforce Development Grant 23	1,311.50
020-3000	LEAD Grant	0.00
021-0100	Swimming Pools	0.00
022	WIC	794.42
024-0100	Private Water	813.12
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	227.63
130-0100	Solid Waste – Non-Grant	57.71
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	142.97
132	Public Health Emergency Preparedness	74.54
		0.00
	<b>Total</b>	<b>9,621.61</b>



4. Review and approval of salary recommendation

- a. Kristina Bell provided budget for board review. Budget provided shows 3% cost of living raise. Provided 3 separate examples with 3, 4, 5% increases.
  - i. Linda Weber raised questions and concerns regarding the 2026 budget.
  - ii. Lisa Spillman reported finance met before the meeting Nicole answered the questions.
  - iii. Revenue is \$200,000 less but expenses are also \$200,000 less.
  - iv. Dr. Poland shared we are in the black because we are still using carry over. The carryover is being depleted
  - v. Nicole Shroyer mention we now have plumbing revenue which is planned in the budget.
  - vi. Dr Richcreek motioned to go into executive session to discuss budget further at 5:38pm.
    1. Dr Richcreek motioned and Linda Weber seconded to move into executive session to discuss budget
    2. Roll call: X Don Wells   X Dr. Jeff Poland  
X Linda Weber   X Dr. Stephanie Richcreek  
X Lisa Spillman
    3. Motion approved
    4. Requested Kristina Bell and Nicole Shroyer to join.
  - vii. Returned 6:18pm no action taken. No one objected upon return.
- b. Dr. Stephanie Richcreek motioned and Dr. Jeff Poland seconded to table the salary review and recommendation until April 2026.
- c. Roll call: X Don Wells   X Dr. Jeff Poland   X Linda Weber  
X Dr. Stephanie Richcreek   X Lisa Spillman
- d. Motion approved.

5. Review and approval of 2026 budget

- a. Remove residential plumbing from the 2026 budget.
- b. Dr. Stephanie Richcreek motioned and Dr. Jeff Poland seconded to approve the 2026 budget with no salary increase and removing residential plumbing.
- c. Roll call: X Don Wells   X Dr. Jeff Poland   X Linda Weber   X  
Dr. Stephanie Richcreek   X Lisa Spillman
- a. Motion approved.

6. Review & Approval of Resolution 2025-38 Annual Appropriations 2026

- a. Lisa Spillman motioned to approve with the residential plumbing revenue



and expenses for plumbing removed and Linda Weber seconded.

- b. Roll call: X Don Wells    X Dr. Jeff Poland                      X Linda Weber  
                  X Dr. Stephanie Richcreek    X Lisa Spillman
- c. Motion approved.

### **Program Updates**

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

- a. Monthly updates
  - i. Working on all end of year activities. In 2025 issued 99 well permits. The last time we issued 100 permits was in 2007-08. Due to the drought conditions the past two years move springs failed and new wells were put in.
  - ii. Discussed the bike shop fire in New Bedford and the material clean up from dumping in the ravine.
  - iii. Lisa Spillman had questions about the complaint with the man livening on the river bank. The state issued eviction notice to him and are cleaning up this area. It has initially come in as a complaint for dumping in the river.
- b. Amended resolution 2025-33 HSTS Fees
  - i. Amended the effective date to reflect December 18, 2026
  - ii. Dr. Jeff Poland motioned and Linda Weber seconded to approve the resolution.
  - iii. Roll call: X Don Wells    X Dr. Jeff Poland                      X Linda Weber    X  
                  X Dr. Stephanie Richcreek    X Lisa Spillman
  - iv. Motion approved
- c. Amended Resolution 2025-032 Private Water System Fees
  - i. Need to add resample fee. If they drill a well they get a permit if sample fails they will pay \$80 for the resample.
  - ii. Dr. Jeff Poland motioned and Linda Weber seconded to approve the resolution.
  - iii. Roll call: X Don Wells    X Dr. Jeff Poland                      X Linda Weber    X  
                  X Dr. Stephanie Richcreek    X Lisa Spillman
  - iv. Motion approved
- d. Resolution 2025-34 Retail Food Establishment and Food Service Operations Fees
  - i. Today is the public hearing for any member of the public to share information or ask questions and the second reading.
  - ii. Senior Center question regarding the amount fees will be increasing and Zach Fanning provided the information for the risk level 4 will be an increase of \$14.
- e. Resolution 2025-39 Establishment of Plumbing Fees (Commercial & Residential)



- i. Dr. Poland motioned and Linda Weber seconded a motion to remove residential and at this time only establish commercial plumbing.
  - ii. Roll call: X Don Wells    X Dr. Jeff Poland    X Linda Weber  
X Dr. Stephanie Richcreek    X Lisa Spillman
  - iii. Motion approved
- f. Review and Approval of Landfill annual license renewal.
  - i. Coshocton Landfill
    - 1. Current license expires 12/31/2025. CPHD inspects them 7-8 times to ensure compliance.
    - 2. Linda Weber motioned and Lisa Spillman seconded a motion to approve the renewal of the license
    - 3. Roll call: X Don Wells    X Dr. Jeff Poland    X Linda Weber  
X Dr. Stephanie Richcreek    X Lisa Spillman
    - 4. Motion approved
  - ii. William Albert Landfill
    - 1. Construction and demolition landfill.
    - 2. Linda Weber motioned and Dr. Jeff Poland seconded to approval the renewal of the license.
  - iii. Roll call: Abstained Don Wells    X Dr. Jeff Poland    X Linda Weber  
X Dr. Stephanie Richcreek    X Lisa Spillman
  - iv. Motion approved

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

- a. Monthly Updates
  - i. Reported that Tammy Smith and Dr. Virostko were on WTNS to highlight the new expanded services in the immunization clinic. We received calls regarding our home bound services and saw an increase in persons coming to the clinic for immunizations.
  - ii. Received report that based on waste water monitoring COVID is high in our county.
  - iii. Lyme disease is up 50% and can be related to the current hunting season.
  - iv. Prenatal clinic had 3 new patients in November and already 8 new patients in December
  - v. Discussion of home birth increasing in the English community. Dr. Richcreek shared that more persons are wary of increased medical interventions that they deem as not needed and choose home birth instead.



- vi. Nursing currently has one nurse that is on extended medical leave until January 12<sup>th</sup>. She will be returning for 1-2 hours 1-2 times a week in December.

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

- a. Monthly updates for WIC
  - i. Brittany Taylor shared 7 women and 11 children turned 5 ending their eligibility.
  - ii. Beginning to prepare for the Nutrition Fair scheduled for April 3, 2026.

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

- a. PHEP monthly updates
- b. Accreditation monthly updates
  - i. The past 6 weeks have been a whirl wind, submitted a grant to OD, access to care- 25 providers. That will be a biweekly WTNS segment start with Dr. R. Site visit- a lot of staff training leading up to it. 2 ladies came, did the tour, talked about documentation. Site visit was checking the boxes that we are doing what we said. Spent time with staff, leadership, board members, community partners. Did open 1 document- the CHA. Staff were more aware of the new CHA. Hit resubmit today. Highlighted the board support, performance management. Op for improvement was the Strategic plan which came to be this year. Staff's knowledge. We were establishing baselines just haven't had the data long enough to show the quantitative data. They will give us their report within 30 days. Should get an overall consensus of if we have demonstrated what we have set out to do. Will give us a good idea. February 12<sup>th</sup> the PHAB board will meet and report. We will know 2 weeks after they meet. Talking to everyone we should fall within the 2 categories.

**4. Health Education: Submitted report in the board packet**

- a. Monthly updates
  - i. Kristina Bell shared we continue to do social media, Tammy Smith reported the radio show. We are continuing PHM segments. Recorded 5 PHM segments for January. Pushing out education through our programing itself.

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

- a. Committees
  - i. **Finance Committee Report:** Meets March 19, 2026 at 4:30 pm  
*Members: Lisa Spillman, Dr. Jeff Poland, Kristina Bell, & Nicole Shroyer*





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- 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 March 20, 2026 at noon *Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell*

### **Old Business**

None

### **Miscellaneous**

1. Board of Health Continuing Education verification of completion

- a. Module 4: Data Visualization for Public Health (10:30)

[Local Boards of Health Continuing Education Lectures | College of Public Health | Kent State University](#)

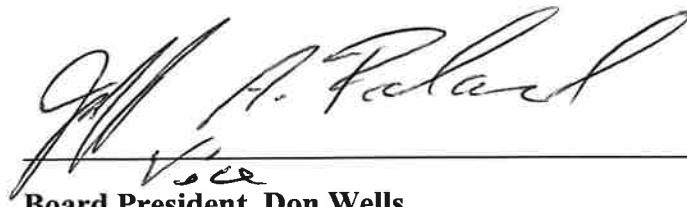
not complete 1. Jeff Poland                      watched 2. Stephanie Richcreek  
not complete 3. Lisa Spillman                      watched 4. Linda Weber  
not complete 5. Don Wells

### **Public Comment**

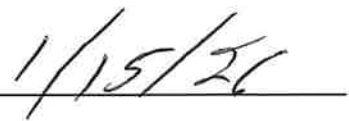
None

### **Adjourn:**

1<sup>st</sup> Dr. Richcreek 2<sup>nd</sup> Lisa Spillman at 6:51pm motion approved meeting adjourned



Board President, Don Wells



Date

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Board Secretary, Kristina Bell

Date

(Minutes were prepared by KMB)

