



Coshocton Public Health District Minutes

February 19, 2026 @ 5:30 pm

Location: 637 Chestnut Street, Coshocton, OH

The Coshocton Public Health District met in regular session on **Thursday, February 19, 2026**, at 637 Chestnut Street, Coshocton. Staff members attending: Tammy Smith, Zach Fanning, Brittany Taylor, Nicole Shroyer, Stephanie Slifko, Tina Albertson, Alishia Virostko, and Denise Thompson.

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

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

Administrative

Approved minutes from January 2026 board meeting. Dr. Poland moved and Linda Weber seconded.

Roll call: Abstained Don Wells X Dr. Jeff Poland X Linda Weber
N/A Dr. Stephanie Richcreek X Lisa Spillman

- Motion Approved.

Fiscal

Accept Detailed Trial Balance for month ending January 31, 2026:

- Lisa Spillman motioned and Dr. Poland seconded to approve the detailed trial balance.

Roll call: X Don Wells X Dr. Jeff Poland X Linda Weber
N/A Dr. Stephanie Richcreek X Lisa Spillman

- Motion Approved.

Resolution 2026-05 approving current expenses/bill run 02/04/2026:

- Lisa Spillman motioned and Linda Weber seconded a motion to approve Resolution 2026-05.

Roll call: X Don Wells X Dr. Jeff Poland X Linda Weber
N/A Dr. Stephanie Richcreek X Lisa Spillman

- Motion Approved



019-0100	MCHC – Prenatal	0.00
019-0200	MCHC – Child Health	0.00
019-0300	MCHC – Adult Health	0.00
019-0500	GVO Grant	0.00
020	District Health	3,260.81
020-0110	Plumbing	0.00
020-0120	Emergency Response	0.00
020-0801	Workforce Development Grant 23	537.89
021-0100	Swimming Pools	0.00
022	WIC	293.40
024-0100	Private Water	2,733.20
025-0100	Construction & Demolition Debris	5.30
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	2,693.93
130-0100	Solid Waste – Non-Grant	0.00
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	2,666.66
132	Public Health Emergency Preparedness	2,061.75
		0.00
	Total	14,252.94

Resolution 2026-06 approving current expenses/Bill Run 02/18/2026:

- Lisa Spillman motioned and Linda Weber seconded a motion to approve Resolution 2026-06
 Roll call: X Don Wells X Dr. Jeff Poland X Linda Weber
 N/A Dr. Stephanie Richcreek X Lisa Spillman
- Motion Approved

019-0100	MCHC – Prenatal	59.45
019-0200	MCHC – Child Health	102.21
019-0300	MCHC – Adult Health	307.25
019-0500	GVO Grant	0.00
020	District Health	282.08
020-0110	Plumbing	0.00
020-0120	Emergency Response	0.00
020-0801	Workforce Development Grant 23	0.00
021-0100	Swimming Pools	0.00
022	WIC	192.50
024-0100	Private Water	307.38
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	259.37
130-0100	Solid Waste – Non-Grant	36.83
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	139.78
132	Public Health Emergency Preparedness	0.00
		0.00
	Total	1686.85



2027 Budget Overview: Presented by Nicole Shroyer, Fiscal Officer

- Current projections indicated that general funds will need to be advanced into Adult and Pre-natal clinic for 2027. General Funds (district health) will continue to have a small carryover for 2027. Discussion regarding the advance of funds into the clinics is a first-time occurrence. The clinic is currently working on rebilling CareSource for rejected claims. Once this occurs and funds are received, the advance may not need to occur. The current amounts in claims are \$17,000 for Prenatal and \$1,400 for child health.
- Discussion regarding the 13% increase in health insurance affects the budget. We have anticipated a 10% increase in 2027 budget for health insurance.
- Discussion regarding the transfer of funds to reserve accounts. The reserve account provides for payouts when an employee retires or leaves CPHD. There were large payouts in 2024 that depleted the reserve accounts. The District Health reserve account will payout for nursing department, WIC department, and district health staff.
- Discussion regarding the plumbing anticipated income from fees for commercial plumbing. Fiscal officer shared it is an estimate based on the fees collected in 2025 when Zanesville-Muskingum County had jurisdiction for commercial plumbing. Because of it being an estimate, commercial plumbing shows expenses equaling revenue at this time.
- Fiscal Officer reminded the board that the Workforce Development grant will end 11/30/2027, and has been a substantial benefit to the CPHD budget. The 2027 budget also does not include the Health Educator position being filled or the LPN position.
- Health Commissioner shared information regarding the budget projections through 2034 are concerning. At this time the projections have CPHD in the red in 2030. This could occur sooner if costs continue to rise faster than the anticipated 5%.

Program Updates

Environmental: Zach Fanning submitted report in the board packet.

- Discussion of the new Health Space program for EH is now up and running. The EH staff have been working on putting facilities into the new application as food applications are coming into CPHD. Shared that EH staff are able to take the tablets into the field to directly enter information into the new application and should save time for staff.
- Resolution 2026-02, Pool and Spas Fees.
 - Second Reading & Public Hearing
 - No community members in attendance
- Resolution 2026-03, Campground Fees
 - Second Reading & Public Hearing
 - No community members in attendance
- Rabies Program: Citations to Appear before the Board of Health



- Stephanie Loomis: Bite 10/16/2025, Failure to provide proof of animal health and vaccination post bite
- No one in attendance
- Motion by Dr. Poland and seconded by Linda Weber to send this to the prosecutor's office.

Roll call: X Don Wells X Dr. Jeff Poland X Linda Weber

N/A Dr. Stephanie Richcreek X Lisa Spillman

- Motion Approved
- Amended Resolution 2025-32 Private Water Fees
 - Zach Fanning indicated that the fee for a single-family home alteration permit did not get updated. It needs to be the same as the fee for multi-family home alteration permit.
 - Lisa Spillman motioned and Linda Weber seconded approval of Amended Resolution 2025-32 Private Water Fees.

Roll call: X Don Wells X Dr. Jeff Poland X Linda Weber

N/A Dr. Stephanie Richcreek X Lisa Spillman

- Motion Approved

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

- Tammy Smith shared how the responsibilities and programs in nursing have been redistributed since the LPN position is not filled. Updates on Child Fatality Review, United Way Grant application and current Get Vaccinated Grant activities. Tammy introduced her 3 staff that are present at the board meeting (Tina Albertson, Alishia Virostko, and Denise Thompson).
- Discussion of the colorectal screening kit grant CPHD received and how it will be utilized during the March Health and Safety Expo in partnership with Coshocton Regional Medical Center.
- Update the board on the new RFP for the Get Vaccinated Ohio, FY 27 application.
- **Review and Approval of the Memorandum of Understanding with Coshocton Regional Medical Center**
 - for storage of vaccine if our power and generator go out.
 - Linda Weber motioned and Dr. Poland seconded approval of the MOU with CRMC

Roll call: X Don Wells X Dr. Jeff Poland X Linda Weber

N/A Dr. Stephanie Richcreek X Lisa Spillman

- Motion Approved

WIC: Brittany Taylor submitted report in the board packet.



- Discussion regarding the April Nutrition Fair that WIC is hosting. Shared community partner involvement in the fair.
- Shared that she and the Kristin Lawrence are nearing the end of the Certified Lactation Consultant certification course.
- Updates provided regarding Coshocton County Breastfeeding network, promotion of the Pump Act, and partnering with the Maternal and Child Health Clinic.

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

- Update provided on the PHEP Bio Games that occurred in February and community partners engaged in the game
- Shared that on 2/18/2026 CPHD was notified that we are accredited. CPHD has put out press release regarding our accreditation.
- Discussion regarding a job description for the health planner position. This was approved by the board of health in 2025. Job descriptions do not include some of the small tasks that planner provides back up for.

Health Education: Submitted report in the board packet

- Tina Albertson took over many aspects of health education in January 2026 and has done an excellent job with social media. She will work on the newsletter in the future as her schedule allows. The Public Health Matters segments are written through April 2026. Tina will work on development of them from May on.
- Environmental Health will do their own social media and health education for licensees and the community.

Health Commissioner: Submitted report in the board packet.

- Committees
 - **Finance Committee** Report: Meets Thursday, March 19th, 2026 4:30 pm. *Members: Lisa Spillman, Dr. Jeff Poland, Kristina Bell, & Nicole Shroyer*
 - **Environmental Health Committee** Report: Meets Thursday, April 2nd. 2026 at noon. *Members: Don Wells, Dr. Stephanie Richcreek, Zach Fanning & EH Staff, Kristina Bell*
 - **Personnel Committee** Report: Meets Wednesday, April 8th, 2026 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 Friday, March 13th, 2026 at noon. *Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell*
- Monthly Updates
 - Shared information regarding the HEAL (Health Eating, Active Living) funding awarded and the responsibilities for the activities.
 - Tammy Smith gave a Shout Out to Kids America's help with a unhoused family. They reached out to our clinic to find a place to shower. Kids America provide



the family with access to their facilities as needed for showering; First Step provided hygiene products to them.

- Discussion that nursing and clinic are starting to capture the time and effort to provide social services to our community members.
- All staff will take part in a learning opportunity in March with Kane Learning.
- CPHD staff continue to work on the DAC presentation and the annual report.

Personnel

No Actions

Old Business

No Actions

Miscellaneous

1. Board of Health Continuing Education: Module 5: Utilizing Financial Health Indicators for Informed Decision Making.
[Local Boards of Health Continuing Education Lectures | College of Public Health](#)
2. Kris will text the link to watch the link. We will record who has completed in next months minutes.

Public Comment

Tammy introduced nursing staff.

- Tina Albertson- front desk patients, billing, health education, keep clinics flowing.
- Alishia Virostko- child health nurse, get vax grant, child birth educator.
- Denise Thompson- prenatal, communicable disease, adult health nurse.

Adjourn:

Lisa Spillman moved and Linda Weber seconded a motion to adjourn. Roll call: Roll call: X
 Don Wells X Dr. Jeff Poland X Linda Weber
N/A Dr. Stephanie Richcreek X Lisa Spillman

- Motion Approved. Time was 6:20 pm

Donald S Wells 3/19/26
 Board President, Don Wells Date

Kristina Bell 3/19/26
 Board Secretary, Kristina Bell Date

(Minutes were prepared by KMB)