



Coshocton Public Health District Minutes

March 19, 2026 @ 5:30 pm

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **Thursday, March 19th, 2026**, at 637 Chestnut Street, Coshocton. Staff members attending: Zach Fanning, Nicole Shroyer, Brittany Taylor, Stephanie Slifko, and Kristina Bell.

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 Excused Absence Linda Weber

X Dr. Stephanie Richcreek X Lisa Spillman

Administrative

Approved minutes from February board meeting. Dr. Poland moved and Lisa Spillman seconded.

Roll call: Abstained Don Wells Yes Dr. Jeff Poland Absent Linda Weber

Abstained Dr. Stephanie Richcreek Yes Lisa Spillman

- Motion Approved.
 - D. Wells abstained as his BOH information did not arrive by mail.
 - Dr. Richcreek abstained due to absence at February meeting.

Fiscal

Accept Detailed Trial Balance for month ending February 28, 2026:

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

Roll call: Abstained Don Wells Yes Dr. Jeff Poland Absent Linda Weber

Yes Dr. Stephanie Richcreek Yes Lisa Spillman

- Motion Approved.

Resolution 2026-07 approving current expenses/bill run 03/04/2026:

- Lisa Spillman motioned and Dr. Richcreek seconded a motion to approve Resolution 2026-07_

Roll call: Abstained Don Wells Yes Dr. Jeff Poland Absent Linda Weber

Yes Dr. Stephanie Richcreek Yes Lisa Spillman

- Motion Approved.

019-0100	MCHC – Prenatal	2,002.99
019-0200	MCHC – Child Health	17.94
019-0300	MCHC – Adult Health	1,707.79
019-0500	GVO Grant	0.00
020	District Health	447.31
020-0110	Plumbing	134.23
020-0120	Emergency Response	0.00
020-0801	Workforce Development Grant 23	804.88
021-0100	Swimming Pools	0.00
022	WIC	411.36
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	536.31
130-0100	Solid Waste – Non-Grant	27,538.46
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	0.00
132	Public Health Emergency Preparedness	74.54
		0.00
	Total	33,675.81

Resolution 2026-09 approving current expenses/Bill Run 03/18/2026:

- Dr. Poland motioned and Lisa Spillman seconded a motion to approve Resolution 2026-09
 Roll call: Abstained Don Wells Yes Dr. Jeff Poland Absent Linda Weber
 Yes Dr. Stephanie Richcreek Yes Lisa Spillman
- Motion Approved.

019-0100	MCHC – Prenatal	33.41
019-0200	MCHC – Child Health	33.42
019-0300	MCHC – Adult Health	544.29
019-0500	GVO Grant	22.10
020	District Health	689.07
020-0110	Plumbing	698.94
020-0120	Emergency Response	0.00
020-0801	Workforce Development Grant 23	0.00
021-0100	Swimming Pools	0.00
022	WIC	2,808.82
024-0100	Private Water	1,226.90
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	126.62
130-0100	Solid Waste – Non-Grant	108.17
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	150.80
132	Public Health Emergency Preparedness	45.00
		0.00
	Total	6,487.54

Resolution 2026-08 Additional Appropriations HEAL Grant:

- Dr. Poland motioned and Lisa Spillman seconded a motion to approve Resolution 2026-08. _____

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

Yes Dr. Stephanie Richcreek Yes Lisa Spillman

- Motion Approved

Personnel

Approval of post and hire for the Public Health Nurse (CMH) full-time (40 hours):

- Dr. Richcreek motioned and Lisa Spillman seconded a motion to approve the post and hire of the full-time CMH nurse.

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

Yes Dr. Stephanie Richcreek Yes Lisa Spillman

Review and approval of position descriptions for:

- Program Assistant, Nursing
- Program Assistant, District Health/Environmental Health
- Dr. Poland motioned and Lisa Spillman seconded the motion to table the position descriptions until April due to wording in Cultural Competency section and Equity & Fairness section. Thought that should have been removed from all job descriptions.

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

Yes Dr. Stephanie Richcreek Yes Lisa Spillman

Executive Session: That the Board of Health enter an Executive Session pursuant to Ohio Revised Code Section 121.22(G)(1) to discuss:

- Employee performance
- Employee compensation
- Lisa Spillman motioned and Dr. Poland seconded motion to go into Executive Session at 5:41 pm

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

Yes Dr. Stephanie Richcreek Yes Lisa Spillman

- 6:33 pm Don Wells out of executive session and no decisions made during session

Kristina Bell requested:

- Pay increase for Tina Albertson with change in responsibilities as the Program Assistant in Nursing
- Pay increase for Kristin Lawrence with completion of education to be a Certified Lactation Consultant and additional responsibilities of this role.
 - Dr. Richcreek motioned and Lisa Spillman seconded to table this until the job descriptions are approved.

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

Yes Dr. Stephanie Richcreek Yes Lisa Spillman

- o Motion Approved

Program Updates

Environmental: Zach Fanning submitted report in the board packet.

- Have 18-20 outstanding food license renewals that will be assessed late fees
- 14 private water well permits issued this month
- Clark Township had a large tire clean up before they went into Killbuck Creek. The property owner was pleased.

Resolution 2026-02 Pool Fees: Final Reading

- Lisa Spillman motioned and Dr. Richcreek seconded to approved Resolution 2026-02

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

Yes Dr. Stephanie Richcreek Yes Lisa Spillman

- Motion Approved

Resolution 2026-03 Campground Fees: Final Reading

- Lisa Spillman motioned and Dr. Richcreek seconded to approved Resolution 2026-02

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

Yes Dr. Stephanie Richcreek Yes Lisa Spillman

- Motion Approved

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

- Clinic receive a grant providing free blood testing for colorectal cancer. Partnered with CRMC at the Health & Safety Fair to complete. 4 staff members worked with CRMC and completed 33 screenings.
- Clinic is closing during lunch due to low staff numbers. Clinic may have to close at some times during the week when a nurse is not on site to provide services.

WIC: Brittany Taylor submitted report in the board packet.

- Staff is continuing to prepare for the Nutrition Fair on 4/3 from 1-3 in the Community Room.
- Food changes to the food guidelines at the federal level. This will impact the food rules for WIC nutrition benefits.

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

- Accreditation Updates:

- PHAB is updated the new standards and measures and will be released in July 2026. Until they are available cannot work on moving those standards that were not to fully demonstrated and work on the areas requested by PHAB.
- Working on making the CHIP outward facing through Clear Impact this will them be available for the community to review and engage with.
- PHEP Updates:

Health Commissioner: Submitted report in the board packet.

- Committees
 - **Finance Committee** Report: Meets Thursday, June 18th, 2026 at 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. *Members: Linda Weber, Dr. Jeff Poland, Tammy Smith, Brittany Taylor, Kristina Bell*
 - **Nursing Committee** Meeting: Meets Friday, June 13th, 2026 at noon. *Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell*
- Monthly Updates
 - Kristina Bell shared she is on the B team- 2 from each region that works with an ODH liaison to make recommendation for PHEP grant funding and deliverables. This month will be the first meeting. Will go to the state house to discuss public health and what our needs are here.

Old Business

Miscellaneous

Board of Health Continuing Education: 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](#)

- Dr Poland. Don Wells. Lisa Spillman. Dr. Richcreek all completed ahead of tonight's Board Meeting.

Public Comment

None

Adjourn:

Lisa Spillman moved and Dr. Richcreek seconded a motion to adjourn.

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

Yes Dr. Stephanie Richcreek Yes Lisa Spillman

- Motion Approved. Time was 6:45 pm.

Don Wells

4/16/21

Board President, Don Wells

Date

Board Secretary, _____

Date

(Minutes were prepared by _____)