



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

Coshocton Public Health District Minutes
September 18, 2025 @ 5:30 pm
Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **September 18th 2025 at 5:30 pm**, at 637 Chestnut Street, Coshocton. Staff members attending:

Roll Call: The meeting was called to order by Don Wells, president, at 5:27 p.m. by a roll call vote. Board members present:

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

Administrative

1. Approved minutes from August 21, 2025 board meeting. Dr. Jeff Poland moved and Dr. Stephanie Richcreek seconded with the amendment Don Wells ran the August meeting.
 - a. Roll call: Don Wells Dr. Jeff Poland ___ Linda Weber
 Dr. Stephanie Richcreek Lisa Spillman
 - b. Motion approved.

Fiscal

1. Accept Detailed Trial Balance for month ending August 31, 2025:
 - a. Nicole Shroyer shared that CPHD continues to receive additional sewer and water permits and we are ahead of the number received in 2024.
 - b. Lisa Spillman motioned and Dr. Stephanie Richcreek seconded to approve the detailed trial balance.
 - c. Roll call: Don Wells Dr. Jeff Poland ___ Linda Weber
 Dr. Stephanie Richcreek Lisa Spillman
 - d. Motion approved.
2. Resolution 2025-26 approving current expenses/bill run 9/2/2025:
 - a. Lisa Spillman motioned and Dr. Jeff Poland seconded a motion to approve Resolution 2025-26
 - b. Roll call: Don Wells Dr. Jeff Poland ___ Linda Weber
 Dr. Stephanie Richcreek Lisa Spillman
 - c. Motion approved.



Program Updates

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

- a. Monthly updates
 - i. Kristina Bell shared that Zach Fanning provided updates in the board packet for review. Complaints are down by 40%. Not as many water samples. A lot of wells going in right now. Rabies has significantly decreased. Since June, no dog heads have been brought in. Dogs are being quarantined for 10 days instead.
- b. **Rabies Program Notice of Hearing Request** for failure to submit proof of health and rabies vaccinations for:
 - i. Ryan Kline
 - ii. Renee Mizer
 - iii. Lillian Darby
 - iv. Katelynn Crouch
 - v. Motion to send a notice of opportunity of hearing if they do not provided proof of health in 15 days of notice. Motion by Dr. Jeff Poland and second by Dr. Stephanie Richcreek.
 - vi. Roll call: Don Wells Dr. Jeff Poland Linda Weber
 Dr. Stephanie Richcreek Lisa Spillman
 - vii. Motion approved
- c. **Rabies Program Request for Referral to Prosecutor** for failure to abate a declared health nuisance failing to submit required vaccination record after a bite:
 - i. Jeremy Smuker, failure to respond to request for proof of rabies vaccination and hearing citation.
 - ii. Kristina Bell would recommend we move forward with the hearing. CPHD attempted in good faith. Jeremy would have been advised when the bite happened.
 - iii. Motion to refer to the prosecutor. Motion by Lisa Spillman and second by Dr. Jeff Poland.
 - iv. Roll call: Don Wells Dr. Jeff Poland Linda Weber
 Dr. Stephanie Richcreek Lisa Spillman
 - v. Motion approved
- d. **Food Program Board Hearing Request** for sale of food without a license:
 - i. Carolyn Sturtz dba Trending Treat, failure to respond to Cease and Desist Letter
 - ii. She is no longer accepting orders and providing food.
- e. **Food Program Updates**
 - i. Super 8 has a new owner. Working with owner for food license and pool license. Started on the process.



- ii. Community Shower on August 7th had a good attendance of 109. Kristin Lawrence, Breastfeeding Peer worked very hard to make this a successful event.
- iii. Pump Act Lunch and Learn was held on September 4th, 2025. We had a successful event, educating Coshocton Businesses on FMLA and the PUMP Act.

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

a. PHEP monthly updates

- i. Stephanie Slifko shared pictures from exercise. EMS mass casualty trailer. Stephanie Slifko volunteered to go through the boxes. It is a regional asset. EMS figuring out what they have, what they need. Making items are inventoried for funding for the future. HVAC, lighting, air, 40 cots in it. Getting us more into the emergency preparedness.
- ii. State as received the full reward from the grant. CPHD is awaiting our NOA for the restoration of the full PHEP grant.
- iii. We have a new open POD site. Primary POD site. Building and drive thru. This POD creates flexibility for drive thru and shelters. Plans to do future exercises. May try flu clinics there.

b. Accreditation monthly updates

- i. Stephanie Slifko provided a copy of CHIP will need to be approved. CRMC will get theirs approved this month.
 - 1. Ours will be a support role. Coffee with the Doc. Support and collaborate with CRMC and Genesis.
- ii. Motion to approve CHIP. Motion by Dr. Jeff Poland, second by Dr. Stephanie Richcreek.
 - 1. Roll call: Don Wells Dr. Jeff Poland Linda Weber
 Dr. Stephanie Richcreek Lisa Spillman
 - 2. Motion approved
- iii. PHAB. 19 documents submitted. ODH was a struggle to work with. Submitted an email that we worked hard to get the information. Will have it available if they ask for it. Email to reach out to us shortly to find out site visitors then will set site visit day. 1st day virtual, 2nd in person.
- iv. Kicking off the United Way campaign. Were able to give money to the united way since they support us.

4. Health Education: Submitted report in the board packet

a. Monthly updates

- iv. Kristina Bell shared August was down for social media engagement. Had fewer real people stories. We have started putting more online this month. McKenna Franks and Stephanie Slifko are working on that. Focus for



Old Business

- 1. Update on legal review of the CPHD personnel policy
 - a. Kris spoke with regional Health Commissioners. Licking and Athens County-Johnathan Downs HR out of Columbus. Move forward with Johnathan Downs. Plan to ask him for an estimate. Will present to board.

Miscellaneous

- 1. Board of Health Continuing Education
 - a. Module 3: Ohio Ethics Laws (related to revolving door employment after service as a public employee or member of a public board) (16:16)
 - b. Local Boards of Health Continuing Education Lectures | College of Public Health | Kent State University
 - c. Observed by Lisa Spillman, Dr. Stephanie Rickcreek, Don Wells, Kristina Bell, Brittany Taylor
- 2. Note for record: Dr. Jeff Poland completed Module 1: Local records and open meetings and Dr. Jeff Poland completed module 3 prior to today’s meeting.
- 3. Dr. Jeff Poland left the meeting at 6:04pm.

Public Comment

None

Adjourn:

- 1. Dr. Stephanie Richcreek moved and Lisa Spillman seconded a motion to adjourn.
 - iii. Roll call: Don Wells Dr. Jeff Poland Linda Weber
 Dr. Stephanie Richcreek Lisa Spillman
 - iv. Motion approved. Time was 7:22 pm

Donald L Wells 10/16/25
 Board President, Don Wells Date

Kristina Bell 10/16/25
 Board Secretary, Kristina Bell Date

(Minutes were prepared by KMB)