



Coshocton Public Health District Minutes

April 16, 2026 @ 5:30 pm

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **Thursday, April 16, 2026**, at 637 Chestnut Street, Coshocton. Staff members attending: Kristina Bell (health commissioner), Nicole Shroyer (fiscal officer), Stephanie Slifko (health planner), Tammy Smith (DON), Brittany Taylor (WIC director).

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

| Board Member | Present | Excused | Unexcused | Note |
|---------------------------------|---------|---------|-----------|------|
| Don Wells, President | X | | | |
| Dr. Jeff Poland, Vice-President | X | | | |
| Dr. Stephanie Richcreek | X | | | |
| Lisa Spillman | X | | | |
| Linda Weber | | X | | |

Administrative

Approved minutes from April 16, 2026 board meeting. Dr. Poland moved and Dr. Richcreek seconded.

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|-----|----|---------|--------|------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion Approved.

Fiscal

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

- Nicole Shroyer reported that she has provided a new document (2026 Q1 Fiscal Quarterly report) with the quarterly funding report to provide more information.
- Dr. Poland motioned and Lisa Spillman seconded to approve the detailed trial balance.

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|-----|----|---------|--------|------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion Approved.

Resolution 2026-10 approving current expenses/bill run 04/01/2026:

- Questions and discussion regarding Bamboo HR bill. Including information on how long and how often the cost is incurred, what it is and how it functions
- Questions and discussion regarding the annual payment to Family and Children First Council. This included why we issue the payment, was FCFC part of the health department at one time, and how is the amount calculated.
- Lisa Spillman motioned and Dr. Richcreek seconded a motion to approve Resolution 2026-10.

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|-----|----|---------|--------|------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion Approved.

| | | |
|----------|---|-----------------|
| 019-0100 | MCHC – Prenatal | 33.10 |
| 019-0200 | MCHC – Child Health | 33.10 |
| 019-0300 | MCHC – Adult Health | 72.81 |
| 019-0500 | GVO Grant | 0.00 |
| 020 | District Health | 2,141.62 |
| 020-0110 | Plumbing | 0.00 |
| 020-0120 | Emergency Response | 0.00 |
| 020-0801 | Workforce Development Grant 23 | 1,209.39 |
| 021-0100 | Swimming Pools | 0.00 |
| 022 | WIC | 365.18 |
| 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 | 158.25 |
| 130-0100 | Solid Waste – Non-Grant | 0.00 |
| 130-0200 | Solid Waste – CFLP Grant | 0.00 |
| 131-0100 | Household Sewage Treatment Systems | 390.00 |
| 132 | Public Health Emergency Preparedness | 74.54 |
| | | 0.00 |
| | Total | 4,477.99 |

Resolution 2026-12 approving current expenses/Bill Run 04/15/2026:

- Lisa Spillman motioned and Dr. Richcreek seconded a motion to approve Resolution 2026-12.

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|-----|----|---------|--------|------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion Approved.

| | | |
|----------|---|-----------------|
| 019-0100 | MCHC – Prenatal | 4,021.71 |
| 019-0200 | MCHC – Child Health | 98.49 |
| 019-0300 | MCHC – Adult Health | 686.66 |
| 019-0500 | GVO Grant | 25.64 |
| 020 | District Health | 162.22 |
| 020-0110 | Plumbing | 0.00 |
| 020-0120 | Emergency Response | 0.00 |
| 020-0801 | Workforce Development Grant 23 | 83.52 |
| 021-0100 | Swimming Pools | 0.00 |
| 022 | WIC | 298.53 |
| 024-0100 | Private Water | 125.86 |
| 025-0100 | Construction & Demolition Debris | 0.00 |
| 026-0100 | Campgrounds | 3.77 |
| 028-0100 | Food Service & Retail Food Establishments | 138.36 |
| 130-0100 | Solid Waste – Non-Grant | 71.92 |
| 130-0200 | Solid Waste – CFLP Grant | 0.00 |
| 131-0100 | Household Sewage Treatment Systems | 1,031.21 |
| 132 | Public Health Emergency Preparedness | 0.00 |
| | | 0.00 |
| | Total | 6,747.89 |

Approval to sign and submit the Certification of Compliance with Standards for State Subsidy 2025:

- Review of standards document
- Lisa Spillman motioned and Dr. Richcreek seconded a motion to approve and sign the Certification of Compliance with Standards State Subsidy 2025.

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|------------|-----------|----------------|---------------|-------------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion approved.

Nicole Shroyer wanted to add to the minutes that she and the health commissioner attended the budget commission meeting on April 15, 2026 and the board members present were Don Wells and Lisa Spillman.

Personnel

Approval of leave without pay for Kristin Lawrence

- Brittany Taylor shared that Kristin Lawrence is the part time breastfeeding peer. She has not exhausted her paid time off, but due to a family emergency she may need to in the future.
- As a part time staff, she will not qualify for FMLA
- Request approval to allow Kristin to take leave without pay for up to 30 days based on the current situation (if needed).

- Board reminded also of our policy for staff to donate sick time if needed.
- Dr. Poland motioned and Dr. Richcreek seconded motion to approve up to 30 days leave without pay for Kristin Lawrence if needed for her current circumstance.

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|-----|----|---------|--------|------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion Approved

Program Updates

Environmental: Zach Fanning submitted report in the board packet.

- Monthly Updates: Kristina Bell presented for Zach Fanning
 - Shared that the EH department had the opportunity to sit with members of ZMCHD plumbing to firm up processes in the commercial plumbing program
- Resolution 2026-11 Water Pollution Control Fund
 - Information presented to board about the water pollution control fund and the funding use. This funding will stay in the EH accounts and does not reflect in the general funds budget.
 - Dr. Poland motioned and Dr. Richcreek seconded the motion to approve Resolution 2026-11

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|-----|----|---------|--------|------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion approved.
- Hearing: Food License Cease and Desist
 - All applicants paid when the notice was received.
- Hearing: Provide Rabies vaccination proof
 - Dog was struck by car and is deceased.

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

- Monthly Updates
 - Tammy Smith addendums to her submitted report regarding:
 - OSU Mobile Mammography on May 13, 2026
 - Lead testing lab will be Nationwide Children’s Hospital
 - Prenatal clinic patients have increased over the last month
 - Attended the United Way budget presentation and awaiting award notice for funding that will begin July 1, 2026.
 - 2 interviews scheduled for the CMH position open.

- Health Commissioner gave a shout out to the staff in the clinic. They have all worked together to meet the clinic needs while short staffed.

WIC: Brittany Taylor submitted report in the board packet.

- Highlighted the community outreach and involvement the WIC staff was part of during March 2026
- Brief overview of the WIC food package changes effective April 10, 2026.
- Nutrition Fair was a success with an additional 20 attendees this year.
- Request for approval to apply for FY 27 WIC grant competitive year.
 - Dr. Poland motioned and Dr. Richcreek seconded a motion to approve applying for the FY 27 WIC grant

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|-----|----|---------|--------|------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion approved.

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

- Monthly Updates
 - PHEP:
 - 1 pending deliverable left in the grant year (ends June 30, 2026)
 - Anticipating flat funding for the grant year beginning July 1, 2026. NOA has not been received.
 - Accreditation:
 - Meeting set with Genesis to share information on each other's CHIP/CHA
 - Working with Mental Health and Recovery Services to establish a Coshocton County Prevention Coalition

Health Commissioner: Submitted report in the board packet.

- Committees
 - **Finance Committee** Report: Meets Thursday, June 18, 2026 @ 4:30 pm. *Members: Lisa Spillman, Dr. Jeff Poland, Kristina Bell, & Nicole Shroyer*
 - **Environmental Health Committee** Report: Meets Thursday, July 2, 2026 at noon. *Members: Don Wells, Dr. Stephanie Richcreek, Zach Fanning & EH Staff, Kristina Bell*
 - **Personnel Committee** Report: Meets Wednesday, July 9, 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, June 12, 2026 at noon. *Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell*

- **Corrected the Personnel Committee as it listed the June and October meeting schedule**
- Monthly Updates
 - Kristina Bell presented overview of bills currently in the state legislature and being monitored by the Association of Ohio Health Commissioners
 - HSTS bill overview of current bill and the AOHC substitute bill recommendations
 - School Immunization bill
 - Micro Kitchen bill
 - Overview of possible grant to apply for the is related to training adults in the community for work related to adolescent resiliency
 - Overview of monthly activity on the State B Team work and discussion of possible future funding changes to the PHEP grant

Old Business

2027 Proposed Budget request for approval

- Health commissioner reports that the board president brought up the need to approve the proposed budget outside of the board meeting
- No motion made

Budget projects review

- Fiscal officer shared that a copy of the budget projections through 2032 was provided in the board packet. Lisa Spillman provided her copy to the Budget Commission and request a copy emailed to her.

Request for Performance Raise:

- Requests tabled until May during the April Board of Health Meeting.
 - Tina Albertson: For position and responsibility change from clerk to program assistant (nursing)
 - Kristin Lawrence: For additional responsibility based on earning the CLC designation
 - Lisa Spillman motioned and Dr. Poland seconded a motion to approve the hourly wage for Tina Albertson and Kristin Lawrence

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|------------|-----------|----------------|---------------|-------------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion approved.

Request for review and approval of all CPHD job descriptions.

- Request for program assistant nursing job description tabled in April until its job description and all others approved are reviewed and corrected to remove the sections related to equity and diversity.
 - All job descriptions have had this section removed and are being resubmitted for review and approval
 - Dr. Poland motioned and Lisa Spillman seconded the motion to approve all presented job descriptions for CPHD.

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|-----|----|---------|--------|------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion approved.

COLA increase for staff

- Request during the December 2025 Board of Health meeting to table the COLA increase for staff until the April 2025 meeting
- Don Wells requested that the request be tabled until Linda Weber is also present for the board to vote and the budget commission decision should be available.

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](#)

- a. Linda Weber- cannot verify tonight due to absence.

Public Comment

None

Adjourn:

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

| Board Member | Yes | No | Abstain | Absent | Note |
|---------------------------------|-----|----|---------|--------|------|
| Don Wells, President | X | | | | |
| Dr. Jeff Poland, Vice-President | X | | | | |
| Dr. Stephanie Richcreek | X | | | | |
| Lisa Spillman | X | | | | |
| Linda Weber | | | | X | |

- Motion approved. Time was 6:12 pm.

Don Wells

5/28/24

Board President, Don Wells

Date

Kristina Bell

5/28/24

Board Secretary, Kristina Bell

Date

(Minutes were prepared by KMB)