



Coshocton Public Health District Minutes

May 28, 2026

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **Thursday, May 28th, 2026 @ 5:30 pm**, at 637 Chestnut Street, Coshocton. Staff members attending: Tammy Smith, Zach Fanning, Brittany Taylor, Nicole Shroyer and Kristina Bell.

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

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

Administrative

Approved minutes from April 16th, 2026 board meeting. Dr. Poland moved and Lisa Spillman 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		Not present at 4/16/2026 meeting

- Motion approved.

Election of Board of Health Officers

- Board tabled for June 2026 meeting when all board members will be present.

Amended Resolution 2025-16 review and approval of additional fee for vital statistics

- Linda Weber motioned and Lisa Spillman seconded to approve Amended Resolution 2025-16.

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 April 30th, 2026:

- Lisa Spillman motioned and Linda Weber 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 2026-13 approving current expenses/bill run 04/29/2026:

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

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	0.00
019-0200	MCHC – Child Health	0.00
019-0300	MCHC – Adult Health	12.10
019-0500	GVO Grant	0.00
020	District Health	12,420.16
020-0110	Plumbing	333.50
020-0120	Emergency Response	0.00
020-0801	Workforce Development Grant 23	6,343.93
021-0100	Swimming Pools	0.00
022	WIC	385.00
024-0100	Private Water	2,032.00
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	4,467.06
130-0100	Solid Waste – Non-Grant	15.31
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	6.99
132	Public Health Emergency Preparedness	74.52
		0.00
	Total	26,090.57

Resolution 2026-14 approving current expenses/Bill Run 05/13/2026:

- Linda Weber motioned and Dr. Poland seconded a motion to approve Resolution 2026-14

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	150.84
019-0200	MCHC – Child Health	63.33
019-0300	MCHC – Adult Health	208.15
019-0500	GVO Grant	0.00
020	District Health	1,360.25
020-0110	Plumbing	770.41
020-0120	Emergency Response	0.00
020-0200	HEAL Grant	44.66
020-0801	Workforce Development Grant 23	114.10
021-0100	Swimming Pools	2.32
022	WIC	166.25
024-0100	Private Water	181.25
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	25.23
028-0100	Food Service & Retail Food Establishments	185.71
130-0100	Solid Waste – Non-Grant	18.97
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	350.03
132	Public Health Emergency Preparedness	2,124.27
	Total	5,765.77

Resolution 2026-15 approving additional appropriations grants & donations.

- Linda Weber motioned and Lisa Spillman seconded a motion to approve Resolution 2026-15.

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.

From Unanticipated Revenue to:

Account	Description	From	To	Increase of
020-0100-540000	Other Expense	133,723.79	136,723.79	3,000.00
			Total	3,000.00

Review of Budget Commission 2027 funding:

- Health Commissioner provided the minutes from the April 2026 meeting. This was the only information received from the budget commission

- Discussion regarding the affect on the 2027 budget. Concerns noted that CPHD continues to cut services based on the Budget Commission funding, we may continue to have a carryover in the general funds that is not satisfactory and our funding continue to be cut.
- Lisa Spillman indicated that she believes they would like to see no more than a 10% of budget carryover in the general funds each year. She indicated that we should continue to spend some of our reserve as the budget commission indicated and show a need as our programs continue.
- Health Commissioner noted concerns that CPHD is required to run a levy in the future. If the budget commission is dissatisfied with the amount of carry over at this time, the levy could pass and the budget commission does not allow the levy to be collected.
- Health Commissioner shared that not all funds in the district health account are from the budget commission. There are sub accounts is direct and indirect funding from grants, 3 environmental health programs (rabies, body art and plumbing), MAC billing, and vital statistics.
- Linda Weber and Lisa Spillman stated they are not requesting a decrease in spending or changes to the budget tonight. Request from fiscal officer if she agrees with this statement. Fiscal officer stated she agrees that we should continue at our budgeted funding level.

Resolution 2026-17 approving current expenses/Bill Run 05/27/2026:

- Lisa Spillman questioned if the amount spent for the workers comp premium is the total for the year. Fiscal officer stated it is.
- Dr. Poland questioned the expense for the 2025 audit and if it is 50% complete. Fiscal officer stated it is.
- Lisa Spillman questioned the annual accreditation fee and if we are accredited do, we need to continue to pay it. Health Commissioner indicated that it is an annual fee to remain accredited and that accreditation is mandated by the state of Ohio.
- Lisa Spillman motioned and Linda Weber seconded a motion to approve Resolution 2026-14

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	2,141.36
019-0200	MCHC – Child Health	198.08
019-0300	MCHC – Adult Health	454.70
019-0500	GVO Grant	30.42
020	District Health	13,482.38
020-0110	Plumbing	48.47
020-0120	Emergency Response	0.00
020-0200	HEAL Grant	0.00
020-0801	Workforce Development Grant 23	1,048.56
021-0100	Swimming Pools	13.47
022	WIC	620.97
024-0100	Private Water	651.76
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	14.18
028-0100	Food Service & Retail Food Establishments	169.62
130-0100	Solid Waste – Non-Grant	53.08
130-0200	Solid Waste – CFLP Grant	19.35
131-0100	Household Sewage Treatment Systems	194.09
132	Public Health Emergency Preparedness	175.04
	Total	19,315.53

Personnel

Request to post and hire a temporary employee for environmental health. Job description provided in board packet.

- Don stated this was a need brought up in the environmental health committee meeting.
- Temporary help will help develop process and tools needed, data entry into the new Health Space system, and the Operation and Maintenance Program.

Linda Weber motioned and Dr. Poland seconded to approve the job description and post and hire of the temporary environmental health support staff

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 to approve hiring a temporary Complex Medical Help RN through the Ohio Public Health Association.

- This position has been open and posted since March 2026. We are still interviewing for the role, but at this time additional assistance is needed to maintain the caseload. Request to OPHA is for an RN to work 24-28 hours per week.

Lisa Spillman motioned and Linda Weber seconded to approve the job description and post and hire of the temporary environmental health support staff

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.

Notice of change in hours for WIC full time support staff and health professional RN from 35 hours to 30 hours per week.

- Discussion regarding the change and the staff affected. Both staff want to move to the 30-hour week.
- Discussion regarding WIC funding and how direct and indirect funding from WIC works.

Lisa Spillman motioned and Linda Weber seconded to approve the change in hours from 35 to 30 for the WIC support staff and health professional RN position.

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.

- Hearing(s): Failure to Provide Proof of Rabies
 - Daniel Higgins
 - Katrina Sweet
- Lisa Spillman motioned and Linda Weber seconded to send the above noted persons to the prosecutor's office for charges to be filed.

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.
- Zach Fanning has requested a variance approval for HSTS Installer Bo Carter. He did not have his CEUs completed by the end of 2025. He did complete them in 2026 before applying for his renewal in Coshocton County. He will be required to complete an additional 6 hours prior to the end of 2026 to renew for 2027.

- Linda Weber motioned and Dr. Poland seconded a motion to approve the variance for HSTS Installer Bo Carter's CEUs.

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.
- Discussion regarding any calls or complaints regarding mosquitoes. EH Director indicated there have not been any.
- Discussion regarding the plumbing program. EH Director indicated we have a continual stream of plumbing permits and plumbers coming in to CPHD>
- Fiscal officer reports that the plumbing program has brought in \$46,700 to date with expenses at \$2000. We are ahead of our projected revenue.

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

- Discussion regarding the increase in tick borne illness in 2026. CPHD has been diligent in providing education to the community regarding how to prevent tick bites, and symptoms to seek treatment. All positive cases are called by CPHD nurses and receive education.
- An increase in Norovirus in the waste water occurred and press release was issued.
- Beginning June 3rd, the clinic will be utilizing Nationwide Children's Hospital for lead testing.
- United Way funding is approved for flat funding of \$45,000.00.

WIC: Brittany Taylor submitted report in the board packet.

- WIC Director highlighted the successful Nutrition Fair, Kristin Lawrence is working to complete activities for the Coeffective Grant.

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

Accreditation Updates:

PHEP Updates:

- PHEP grant ends on June 30th, 2026 for the current grant year. We have not received the NOA for the FY27 grant, but flat funding is expected.
- Health Commissioner shared an opportunity to join a 12-county group to take part in a shared services agreement for PHEP deliverables for the FY 27 grant. The cost is approximately 12% of the grant which is about \$8000.00. CPHD would like to join the shared services agreement. This would free time from the current PHEP coordinator to work on other needs at CPHD.
- Share our total expected FY27 grant amount and the additional funding saved could be used for other staff working on PHEP activities, increase CPHD work in other areas of PHEP, and provide for any other PHEP expenses needed to be prepared.

- Linda Weber motioned and Dr. Poland seconded a motion to approve the entering into the PHEP shared services agreement.

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.

Health Commissioner: Submitted report in the board packet.

- Committees
 - **Finance Committee** Report: Meets June 18th, 4:30 pm. *Members: Lisa Spillman, Dr. Jeff Poland, Kristina Bell, & Nicole Shroyer*
 - **Environmental Health Committee** Report: Meets Thursday, July 2nd, at noon. *Members: Don Wells, Dr. Stephanie Richcreek, Zach Fanning & EH Staff, Kristina Bell*
 - **Personnel Committee** Report: Meets Thursday, July 9th, 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 12th, at noon. *Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell*
- Monthly Updates
- Updated the board on the status of the vehicles. We have acquired vehicles from Drennen Ford through the Enterprise business program. We are awaiting delivery from Drennen. Shared information regarding how cost effectiveness was determined for paying staff mileage vs. obtaining vehicles.
- Shared that information from ODH indicates that we will be receiving additional funding for the Workforce Development FY23 grant. We should receive notice of the amount in June 2025 and instructions to complete our budget revision. The funding should be available September 2026 and needs to be spent by November 2027.

Old Business

Board of Health Continuing Education:

- Completion of 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](#)
- Verification that Linda Weber has completed the training.

Staff Cost of Living Allowance Increase

- Discussion and questions regarding the budget for the increase
- Dr. Poland motioned and Linda Weber seconded to table cost of living increases for staff until the June board meeting when all board members are present.

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.

Discussion regarding the software Bamboo HR

- Discussion regarding the what the software is used for and how it saves time on many activities that were being manually tracked. Ensures we are complaint with information on hand for insurance, licenses for jobs, etc.
- Discussion regarding the county fiscal software. Provided information that CPHD and other county offices do not have access to the payroll portion.
- Discussion regarding how the data goes into the system and provided background on initial data entry through the health commissioner. It is now a self-serve system that many updates, timesheets, time tracking can be entered by the staff.

Vehicles

- Discussion occurred during Health Commissioner report.

Budget Commission

- Discussion occurred during the fiscal reporting

Trustee Relations

- Health Commissioner discussed a plan to outreach through the township and village meetings over the next 9 months. Health Commissioner will attend their meetings to allow for any open discussion and questions related to health department business.

Miscellaneous

1. Board of Health Continuing Education:
 - a. NEW Completion of Board of Health Continuing Education: Board of Health Continuing Education: Module 6: Health Disparities and Social Justice. [Local Boards of Health Continuing Education Lectures | College of Public Health](#) (All Members)
 - i. Linda Weber completed.
 - ii. Don Well- not complete,
 - iii. Dr. Poland did not complete,
 - iv. Lisa Spillman did not complete.
 - v. Dr. Richcreek unsure as not present this meeting.

Public Comment

None

Adjourn:

Lisa Spillman moved and Dr. Poland seconded a motion to adjourn the meeting.

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 6:54 pm.

Don Wells

6/18/26

Board President, Don Wells

Date

Board Secretary, Kristina Bell

Date

(Minutes were prepared by KMB)