



Coshocton Public Health District Minutes

July 16, 2026

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on July 16th, 2026, at 637 Chestnut Street, Coshocton. Staff members attending:

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

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

Administrative

Approved minutes from June 2026 board meeting. Lisa Spillman moved and Dr. Richcreek seconded.

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

- Motion approved.

Fiscal

Accept Detailed Trial Balance for month ending June 2026:

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

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

- Motion approved.

Resolution 2026-22 approving current expenses/bill run 07/08/2026:

- Lisa Spillman motioned and Dr. Richcreek seconded a motion to approve Resolution 2026-22

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

- Motion approved.

019-0100	MCHC – Prenatal	5.98
019-0200	MCHC – Child Health	147.20
019-0300	MCHC – Adult Health	99.58
019-0500	GVO Grant	0.00
020	District Health – General	890.81
020-0110	Plumbing	0.00
020-0120	Emergency Response	0.00
020-0200	HEAL Grant	0.00
020-0801	Workforce Development Grant 23	531.21
021-0100	Swimming Pools	0.00
022	WIC	813.72
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	0.00
130-0100	Solid Waste – Non-Grant	0.00
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	0.00
132	Public Health Emergency Preparedness	45.00
	Total	2533.50

Resolution 2026-24 approving current expenses/Bill Run 07/22/2026:

- Lisa Spillman motioned and Dr. Richcreek seconded a motion to approve Resolution 2026-24.

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

- Motion approved.

019-0100	MCHC – Prenatal	67.82
019-0200	MCHC – Child Health	67.82
019-0300	MCHC – Adult Health	518.58
019-0500	GVO Grant	0.00
020	District Health – General	10,436.33
020-0110	Plumbing	903.39
020-0120	Emergency Response	0.00
020-0200	HEAL Grant	0.00
020-0801	Workforce Development Grant 23	1,030.00
021-0100	Swimming Pools	910.00
022	WIC	210.00
024-0100	Private Water	2,300.00
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	1,650.00
028-0100	Food Service & Retail Food Establishments	616.00
130-0100	Solid Waste – Non-Grant	0.00
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	1,480.00
132	Public Health Emergency Preparedness	74.55
	Total	20,264.49

Fiscal Quarterly Report

- Summary of revenue and expenses by department and by program.

Audit 2025

- One finding on audit and it was related to a process at the auditor's office.
- Signature needed from board president. Dr. Poland will need to review the audit then he will come to the office to sign.

Personnel

Accept the resignation of Stephanie Slifko

- Don Wells motioned to go into executive session, Dr. Richcreek seconded. Motion approved and entered into executive session at 5:42 pm to discuss personnel matters.
- Board returned from executive session at 5:56 pm not decisions made in session.
- Stephanie Slifko's letter of resignation read to board.
- Lisa Spillman motioned to accept the resignation of Stephanie Slifko and Dr. Richcreek seconded

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

Request to post and hire LPN

Don Wells motioned to post and hire LPN, Dr. Richcreek seconded.

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

- Motion approved

Request to post and hire program assistant

- Lisa Spillman motioned to post and hire program assistant, Dr. Richcreek seconded.

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

- Motion approved.

Program Updates

Environmental: Zach Fanning submitted report in the board packet.

- Solid Waste Nuisance (Requesting the board to declare to be a nuisance and ordered to be abated under the ORC 3707.02) for Robert Fortune at 2182 S 9th Street, Coshocton, OH.
 - Zach Fanning presented information and photos from today of the property. It has been ongoing since March 2026.
 - Robert Fortune presented to the board information and requested an extension to clean up the property.
 - Zach Fanning stated he would be willing to give 30 additional days to clean up property.
 - Don Wells motioned to declare the property at 2182 S. 9th St., Coshocton, OH a public nuisance and to give 30 days for clean up of the property, Dr. Richcreek seconded the motion.

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

- Motion approved.

Updates:

- The department has been busy with complaints. A new food facility opened (Phat Bowls). Well and septic permits have been slower this year and the number of permits are down from 2025.

Continuing Education:

- Point of Sale program

- Zach Fanning presented a handout and information to the board. He explained what the program is and why it is beneficial to have in place. Advised we have further information gathering from Tuscarawas County to complete and a review of the staffing needed.
- Allowed for questions from the board of health and indicated additional information will be presented to the board next month.

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

- Information shared on the following: Prenatal Clinic and increasing numbers of patients, Human rabies exposure and working through processes with CRMC. Cyclosporiasis case count continues to rise in Ohio and Coshocton has had positive cases to investigate. Safe Sleep (Cribs for Kids) information shared, the candidate for the CMH program called and rescinded accepting the position.

Get Vaccinated FY 27 contract with Holmes County Health Department:

- Dr. Richcreek motioned to approve the contract, Lisa Spillman seconded

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

- Motion approved

WIC: Brittany Taylor submitted report in the board packet.

- Information shared included and update on the WIC summer intern and the assistance she has provided since her placement in May 2026 and introduced her to the board. CCBN has received the Coeffective Grant again this year and Kristin has worked with the KOA to hold Mom and Baby Pool Times this summer. The Community Shower is scheduled for early August in the Community Room. ODH completed a desk review of the WIC grant in July. Working on the budget revision for reallocation of funds and receiving an additional \$18000+.

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

- Shared that the new grant started July 1 2026 for the PHEP grant and the shared services contractor will not be completing the grant deliverables for us. Kris attended a training in Athens for documentation for accreditation and was very beneficial to attend. Next accreditation activity is due in 2027 for our first annual submission.

Health Commissioner: Submitted report in the board packet.

- **Finance Committee Report:** Meets September 17, 2026 at 4:30 pm
Members: Lisa Spillman, Dr. Jeff Poland, Kristina Bell, & Nicole Shroyer
- **Environmental Health Committee Report:** Meets October 1, 2026 at noon
Members: Don Wells, Dr. Stephanie Richcreek, Zach Fanning & EH Staff, Kristina Bell
- **Personnel Committee Report:** Meets October 8, 2026 at 1 pm. *Members: Linda Weber, Dr. Jeff Poland, Tammy Smith, Brittany Taylor, Kristina Bell*
- **Nursing Committee Meeting:** Meets December 18, 2026 at noon
Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell

Dr Richcreek requested the Environmental Health Committee meeting be moved to October 8th.

- Monthly Updates

Shared Services Agreement for EPI Services (With Noble County Health Department

- Don Wells motioned to approve the shared services agreement for EPI services with Noble County Health Department, Dr. Richcreek seconded.

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

- Motion Approved

Old Business

None

Miscellaneous

None

Public Comment

None

Adjourn:

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

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

- Motion approved. Time was 6:38 pm.

Jeff A. Polak 8/20/2026
Board President, ~~Don Wells~~ Date

Board Secretary, _____

Date

(Minutes were prepared by _____)

