



Coshocton Public Health District Minutes

August 20, 2026

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **Thursday, August 20, 2026** at 637 Chestnut Street, Coshocton. Staff members attending: Kristina Bell, Zach Fanning, Tammy Smith, Brittany Taylor and Nicole Shroyer

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
Dr. Jeff Poland, President	x			
Lisa Spillman, Vice-President	x			
Dr. Stephanie Richcreek	x			
Linda Weber	x			
Don Wells	x			

Administrative

Approved minutes from July 2026 board meeting. Dr. Richcreek moved and Lisa Spillman seconded the motion to approve the meeting minutes

Board Member	Yes	No	Abstain	Absent	Note
Dr. Jeff Poland, President	x				
Lisa Spillman, Vice-President	x				
Dr. Stephanie Richcreek	x				
Linda Weber			x		Absent from July 2026 meeting
Don Wells	x				

- Motion approved.

Approved minutes from August 12, 2026 special board meeting. Linda Weber moved and Lisa Spillman seconded with the correction of changing to reflect Dr. Richcreek was absent (and did not vote no) for going into executive session.

Board Member	Yes	No	Abstain	Absent	Note
Dr. Jeff Poland, President	x				
Lisa Spillman, Vice-President	x				
Dr. Stephanie Richcreek			x		Absent from the 8/12/2026 meeting
Linda Weber	x				
Don Wells	x				

- Motion approved.

Fiscal

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

- Discussion with board members Don Wells and Lisa Spillman regarding the budget commission comments in April 2026 regarding the health district's carryover funds, explanation of the detailed trial balance and why we are able to use the documents from the Coshocton County Auditor and Treasurer for our

fiscal funds.

- Linda Weber motioned and Lisa Spillman seconded to approve the detailed trial balance.

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

- Motion Approved.

Resolution 2026-25 approving current expenses/bill run 08/05/2026

- Lisa Spillman motioned and Linda Weber seconded a motion to approve Resolution 2026-25

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

- Motion Approved.

019-0100/0110	MCHC – Prenatal	53.76
019-0200/0210	MCHC – Child Health	0.00
019-0300	MCHC – Adult Health	137.82
019-0500	GVO Grant	0.00
020	District Health – General	6,081.40
020-0110	Plumbing	0.00
020-0120	Emergency Response	0.00
020-0200	HEAL Grant	0.00
020-0801	Workforce Development Grant 23	595.21
021-0100	Swimming Pools	0.00
022	WIC	418.27
024-0100	Private Water	156.00
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	178.09
130-0100	Solid Waste – Non-Grant	11.02
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	97.65
132	Public Health Emergency Preparedness	0.00
	Total	7,729.22

Resolution 2026-26 approving current expenses/Bill Run 08/19/2026:

- Linda Weber motioned and Lisa Spillman seconded a motion to approve Resolution 2026-26

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

- Motion Approved.

019-0100/0110	MCHC – Prenatal	27.53
019-0200/0210	MCHC – Child Health	27.53
019-0300	MCHC – Adult Health	0.00
019-0500	GVO Grant	0.00
020	District Health – General	3,581.41
020-0110	Plumbing	0.00
020-0120	Emergency Response	0.00
020-0200	HEAL Grant	0.00
020-0801	Workforce Development Grant 23	390.00
021-0100	Swimming Pools	0.00
022	WIC	551.82
024-0100	Private Water	900.00
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	0.00
028-0100	Food Service & Retail Food Establishments	427.28
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	0.00
	Total	5,905.57

Personnel

Executive Session:

1. That the Board of Health enter into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to discuss:
 - a. Employee
 - appointment/reappointment
 - roles & responsibilities
 - compensation
 - b. Request by Health Commissioner Kristina Bell
2. Lisa Spillman motioned and Dr. Richcreek seconded to enter into executive session
3. Entered into executive session at 5:52 pm
4. Board of Health returned out of executive session at 6:25 pm. No decisions were made during session.

Health Commissioner Contract: Tabled until September 17, 2026

Program Updates

Environmental: Zach Fanning submitted report in the board packet.

- Board questioned what occurred with the residence the nuisance hearing was held for in July 2026. Zach Fanning will need to follow up with the staff member and provide a report in September.
- Board of Health Continuing Education
 - Point of Sale education related to rules, forms, numbers served, total estimated inspections for a program in Coshocton County.

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

- **Amended Resolution 2026-20 Clinic Fees:** explained that our vaccine provider, Vaxcare, sets the price of the vaccine quarterly. The administrative fee set by CPHD remains steady, unless reviewed. Amended Resolution would reflect that self payor cost of the vaccine would always match the current set price by Vaxcare. CPHD would bring a resolution before the board if our administrative fee needs update.
- Dr. Richcreek motioned and Linda Weber seconded a motion to approve Amended Resolution 2026-20

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

- Motion Approved.

WIC: Brittany Taylor submitted report in the board packet.

- Brittany Taylor shared the Ohio WIC Farmers Market Nutrition Program issued \$1290 in coupons. About \$500 has been redeemed so far. The online system has been a nice transition to know where we are with redemption. We hosted our Community Shower with 106 in attendance, 14 community partners, and 2 volunteers from Leadership Coshocton County. Our Intern- Grace has completed her internship. It was a blessing to have her on our team.

District Health

- Approve new hire, Emily Miller (Program Assistant)
- Dr. Richcreek motioned and Linda Weber seconded a motion to approve the hiring of Emily Miller as program assistant.

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

- Motion Approved
- **Safe Sleep Memorandum of Understanding**
 - Family and Children First held the program in our County until June 30, 2026. Licking reached out to determine if we would facilitate the program. Licking is the ODH sub-grantee and provides us with our support and funding.
- Linda Weber motioned and Dr. Richcreek seconded a motion to approve MOU for the Safe Sleep Program

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

- Motion Approved

Health Commissioner: Submitted report in the board packet.

- Committees
 - **Finance Committee** Report: Meets September 17th 4:30 pm. *Members: Lisa Spillman, Dr. Jeff Poland, Kristina Bell, & Nicole Shroyer*
 - **Environmental Health Committee** Report: Meets October 8th at noon. *Members: Don Wells, Dr. Stephanie Richcreek, Zach Fanning & EH Staff, Kristina Bell*
 - **Personnel Committee** Report: Meets October 8th 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 December 18th at noon. *Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell*
- Monthly Updates provided in the board packet.

Old Business

Miscellaneous

Public Comment

None

Adjourn:

- Dr. Richcreek moved and Lisa Spillman seconded a motion to adjourn. Roll call was unanimous.

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

- Motion Approved. Time was 6:43 pm.


Board President, Dr. Jeff Poland


Date

Board Secretary, Kristina Bell

Date

(Minutes were prepared by kmb)