



Coshocton Public Health District Minutes

June 18, 2026

Location: 637 Chestnut Street, Coshocton OH

The Coshocton Public Health District met in regular session on **Thursday, June 18th, 2026**, at 637 Chestnut Street, Coshocton. Staff members attending:

Roll Call: The meeting was called to order by Don Wells at 5:30 pm 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			
Lisa Spillman	X			
Linda Weber	X			

Administrative

Approved minutes from May 28, 2026 board meeting. Dr. Jeff 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		Absent at the May 28, 2026 meeting
Lisa Spillman	X				
Linda Weber	X				

- Motion approved.

Fiscal

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

- Dr. Jeff Poland 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 2026-18 approving current expenses/bill run 6/10/2026:

- Lisa Spillman motioned and Linda Weber seconded a motion to approve Resolution 2026-18

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	148.77
019-0200	MCHC – Child Health	109.18
019-0300	MCHC – Adult Health	16.31
019-0500	GVO Grant	0.00
020	District Health – General	439.12
020-0110	Plumbing	0.00
020-0120	Emergency Response	0.00
020-0200	HEAL Grant	0.00
020-0801	Workforce Development Grant 23	181.20
021-0100	Swimming Pools	3.19
022	WIC	785.01
024-0100	Private Water	115.42
025-0100	Construction & Demolition Debris	0.00
026-0100	Campgrounds	90.19
028-0100	Food Service & Retail Food Establishments	190.00
130-0100	Solid Waste – Non-Grant	20.01
130-0200	Solid Waste – CFLP Grant	0.00
131-0100	Household Sewage Treatment Systems	386.46
132	Public Health Emergency Preparedness	0.00
	Total	2484.86

Resolution 2026-19 approving additional appropriations WIC Grant:

- Lisa Spillman motioned and Linda Weber seconded a motion to approve Resolution 2026-19.

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
022-0100-511300	Health/Life/Dental Insurance	8,038.00	24,047.75	16,009.75
020-0100-540000	Other Expense	133,723.79	136,549.04	2,825.25
			Total	18,835.00

Resolution 2026-21 approving current expenses/bill run 6/24/2026:

- Linda Weber motioned and Lisa Spillman seconded a motion to approve Resolution 2026-21

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	4,023.44
019-0200	MCHC – Child Health	23.44
019-0300	MCHC – Adult Health	333.92
019-0500	GVO Grant	0.00
020	District Health – General	3,600.00
020-0110	Plumbing	1,320.68
020-0120	Emergency Response	0.00
020-0200	HEAL Grant	0.00
020-0801	Workforce Development Grant 23	0.00
021-0100	Swimming Pools	0.00
022	WIC	519.00
024-0100	Private Water	385.00
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	2,136.27
	Total	12,341.75

Personnel

Approving hiring of Alana Shroyer for the temporary environmental support staff.

- Lisa Spillman motioned and Dr. Jeff Poland seconded a motion to approve hiring Alana Shroyer for the temporary environmental 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.

Program Updates

Environmental: Zach Fanning submitted report in the board packet.

- Plumbing permits have continued to come in for the Data Center and for Dunham's store. The income from plumbing is up from the projections. The outgoing expenses have been low, but will continue to increase for the Data Center as they will need multiple inspections throughout the project.
- EH has start mosquito surveillance. Collection has started and been sent to the state lab for disease testing.
- Completed a tick drag at Coshocton Head Start campus based on a parent complaint. Only one tick was obtained from this event around the playground area. They do not spray, but are taking precautions to deter ticks from the area.
- Questions about a tire amnesty day this year to assist in reducing the mosquito population. The Coshocton County Recycling department was not awarded that grant this year to host the event. CPHD has partnered with them as the grant applicant.

Approving Plumbing Contract between CPHD and Zanesville-Muskingum County Health Department from July 1, 2026 through December 31, 2026. The hourly rate has increased based on ZMCHD's wage increase effective in July 2026.

- Dr. Jeff Poland motioned and Linda Weber seconded a motion to approve the plumbing contract between CPHD and ZMCHD.

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 occurred regarding the plumbing funds and what account they are currently held in. These funds are currently in the general fund (District Health account). Suggestion to move these funds effective 2027 into the Environmental Health accounts.

Rabies Hearings (Request board to declare the failure to submit vaccination records and proof of good health a violation of the ORC 3709.21 and order the documentation submitted and permit prosecution if not):

- Gloria Nelson: Failure to submit proof of good health and rabies vaccination
- Kimberly Swinderman: Failure to submit proof of good health and rabies vaccination
- Dr. Jeff Poland motioned and Linda Weber seconded a motion to declare failure to provide the required proof of good health and rabies vaccination and issue orders to do so for:
 - Gloria Nelson
 - Kimberly Swinderman

And permission to send to the prosecutor if they fail to comply with the order>

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.

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

- Provided information that the clinic had a follow up visit from ODH for the Vaccine for Children Program and passed all aspects of the site visit.
- We have interviewed through Ohio Public Health Association an RN to temporarily fill the RN position for the Complex Medical Help program. We are awaiting their decision, but we also continue to post and interview to find a permanent staff person.
- The prenatal clinic continues to be filled each Tuesday and the numbers continue to climb
- Continued discussion related to the upcoming back to school and respiratory season increase in the vaccination clinics and the staffing needs. At this point we are considering the possibility of needing a temporary LPN for the fall months.

Resolution 2026-20 Clinic Fee Updates

- Dr. Stephanie Richcreek motioned and Linda Weber seconded a motion to approve Resolution 2026-20 Clinic Fee Updates.

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.

WIC: Brittany Taylor submitted report in the board packet.

- Updated on the OU intern placed for the summer. Grace has been helpful during the summer months working on projects, front office help, a community resource guide.
- Provided additional information on the reallocated funds the WIC program received. CPHD will be able to move the additional personnel expenses that were being paid from the indirect in the general fund to all being covered by the WIC grant.

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

- Updated board on the Shared Services agreement for the PHEP grant and that we have had the chance to meet with the contractor and review the activities they will be covering.
- Continued work on the HEAL grant activities were shared and Genesis Healthcare has reached out to work with CPHD on these activities.
- No current updates on accreditation.

Health Commissioner: Submitted report in the board packet.

- Committees
 - **Finance Committee** Report: Meets June 18, 2026 4:30 pm. *Members: Lisa Spillman, Dr. Jeff Poland, Kristina Bell, & Nicole Shroyer*
 - **Environmental Health Committee** Report: Meets July 2, 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. 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 September 18, 2026 at noon. *Members: Dr. Virostko, Dr. Richcreek, Tammy Smith, Kristina Bell*
- Monthly Updates

Old Business

Linda Weber requested to meet in executive session for a personnel matter. Dr. Stephanie Richcreek motioned to enter into executive session for discussion regarding personnel, Lisa Spillman seconded the motions

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 and entered into executive session at 5:48 pm.
- At 6:22 pm board returned from executive session and states no decisions made.

Election of Board of Health Officers (Tabled May 2026)

President:

- Lisa nominated Dr. Jeff Poland for president, Linda Weber seconded the motion.

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 Dr. Jeff Poland will be president for 2026/27

Vice-President:

- Dr. Jeff Poland nominated Lisa Spillman for vice-president, Dr. Richcreek seconded the motion

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 Lisa Spillman will be vice-president for 2026/27

Cost of Living Allowance for Staff (Tabled December 2025, April & May 2026)

- **Lisa Spillman motioned employees working 35 or more hours per week receive a \$1.00/hour raise, and employees working less than 35 hours per week receive a \$.50/hour raise effective July 1, 2026; with the exception of the Health Commissioner (Kristina Bell) and the Fiscal Officer (Nicole Shroyer). Dr. Jeff Poland seconded the motion.**
- Discussion between board of health and Nicole Shroyer regarding their decision to exclude her from the raise
 - BOH expressed that the decision is due to the raise the fiscal officer received in January 2025 and the BOH had not intended for her or the health commissioner to receive raises at that time. BOH indicated that they had discussed this with the two staff members. Fiscal officer indicates that a short statement was made at Finance Committee meeting in 2026 and she had not been aware of it before this time.
 - Ongoing conversation regarding if the discussion had also occurred in an email that included the fiscal officer. Statement that a motion was made in January 2025 when raises were approved that the new hires would not be receiving the raise and the position of health commissioner and fiscal officer were mentioned. Three months later the BOH found out that these two positions had received the raise.
 - Fiscal Officer, Nicole Shroyer, stated that the minutes were from December 2024 and only state new hires (no mention of specific positions) and at that time CPHD was hiring an RN and LPN, so they would have been the new hires.
 - Ongoing discussion regarding the raises and intent of the who would receive them. Also noted that these two positions also received the retention bonus that all staff received under the Workforce FY23 grant funding plus the 5% raise. Statement that if Dr. Poland had known that these two positions were also receiving the raise, he would not have approved the pay raise. The BOH decided that instead of going back and removing the raise; we are addressing it this year and holding the two positions raises for 2026.
 - Continued discussion from Fiscal Officer, that there was a misunderstanding because she acted on what was in the minutes and the new hires were the LPN and RN. There wasn't anything in stone about when raises were given and past actions were all over the place. The year before the raise effective January 2024, it was noted that Olivia Elson was the only one considered a new hire because she started in November 2023.

- Discussion that fiscal officer could give back the 5% raise and take these years raise. BOH states they had never given a 5% raise before. Fiscal officer state they had given 5% effective January 2024.
- Linda Weber stopped the discussion, stated that this could be a conversation outside the board meeting and to move on with business.

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.

Dr. Stephanie Richcreek motioned that evaluation of raises occur in June of each year effective 2027. The board will be provided with information and options in May of each year, BOH votes in June and raises effective in July. Linda Weber seconded the motion.

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.

Miscellaneous

Board of Health Discussion regarding the budget commission decision to reduce the inside millage from 2027 due to the amount of the CPHD carry over.

- The board requested a formal letter be sent to the budget commission requesting additional information and guidance on what they see as a reasonable amount for carryover each year in CPHD general funds (District Health account).
- Health Commissioner will send an email with a formal letter attached requesting this information and include the BOH president and vice-president in the email.

Board of Health Continuing Education:

- 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
- Noted completion of above continuing education:
 - Dr. Jeff Poland
 - Lisa Spillman
 - Linda Weber
 - Dr. Stephanie Richcreek

Public Comment

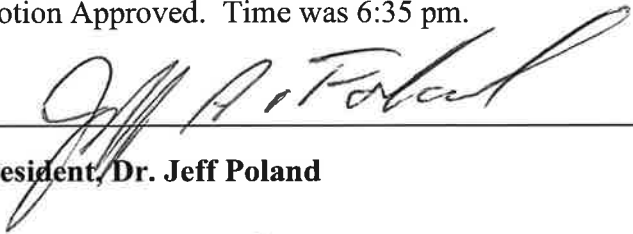
None

Adjourn:

- Jeff Poland moved and Linda Weber seconded a motion to adjourn.

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 6:35 pm.



Board President, Dr. Jeff Poland

7/16/26

Date



Board Secretary, Kristina Bell

7/16/97

Date

(Minutes were prepared by KMB)

