



**Tuscarawas County General Health District  
Board of Health  
Minutes**

Meeting Date and Time	December 17, 2025	
Location	897 East Iron Avenue Dover, Ohio 44622	
President or Presiding Officer	President Rebecca Mastin	
Meeting Type	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
Attendees	<input checked="" type="checkbox"/> Lindsey Bryan <input checked="" type="checkbox"/> Rebecca Mastin <input type="checkbox"/> Tweed Vorhees <input checked="" type="checkbox"/> Jeri Middaugh	<input checked="" type="checkbox"/> Dr. Randolph <input checked="" type="checkbox"/> Dr. Andrea Fanti <input checked="" type="checkbox"/> Michael Cochran

**Agenda:** Approval of Agenda 1st: Dr. Fanti 2nd: Mrs. Middaugh

Call to order	at 3:16 pm by R. Mastin	
Meeting minutes	November 19, 2025 Minutes (R)	
Motion	1 <sup>st</sup> Dr. Randolph 2 <sup>nd</sup> Mr. Cochran	
Discussion		
Vote	Lindsey Bryan yes                      Dr. Walter Randolph yes Tweed Vorhees                              Dr. Andrea Fanti yes Jeri Middaugh yes                              Michael Cochran yes	
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Community Comments	Robert Mishler voiced his concerns over the O&M program.
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Vouchers and Monthly Financials	<b>November Vouchers and Monthly Financials</b>	
Motion	1 <sup>st</sup> Mr. Cochran	2 <sup>nd</sup> Mrs. Middaugh
Discussion	Highlighted section of Health Commissioner's report that provides an overview of income and expenses.	
Vote	Tweed Vorhees Jeri Middaugh    yes Lindsey Bryan    yes	Dr. Randolph    yes Dr. Andrea Fanti    yes Michael Cochran    yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail
Revised Appropriations	<b>Appropriations</b>	
Motion	1 <sup>st</sup> Dr. Fanti	2 <sup>nd</sup> Mrs. Bryan
Discussion	\$60,000.00 for WIC and \$17,000.00 for Sewer and asking for those to be moved from unappropriated into a line to cover the three pays in December.	
Vote	Tweed Vorhees Jeri Middaugh    yes Lindsey Bryan    yes	Dr. Randolph    yes Dr. Andrea Fanti    yes Michael Cochran    yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Health  
Commissioner's  
Report

Please see attached report.

Business Type	<input checked="" type="checkbox"/> Old Business	<input type="checkbox"/> New Business
Agenda Item	Billing and Collection SOG Update	
Motion	1 <sup>st</sup> Mrs. Bryan	2 <sup>nd</sup> Mrs. Middaugh
Discussion	We will accept this as is and see where we are in six months.	
Vote	Tweed Vorhees Jeri Middaugh    yes Lindsey Bryan    yes	Dr. Randolph    yes Dr. Andrea Fanti    yes Michael Cochran    yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input checked="" type="checkbox"/> Old Business	<input type="checkbox"/> New Business
Agenda Item	Medical Office Sliding Fee Policy	
Motion	1 <sup>st</sup> Dr. Fanti	2 <sup>nd</sup> Dr. Randolph
Discussion	The same applies to this policy as the above.	
Vote	Tweed Vorhees Jeri Middaugh    yes Lindsey Bryan    yes	Dr. Randolph    yes Dr. Andrea Fanti    yes Michael Cochran    yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resolution 2025-41 Fee Schedule for Vital Statistics			
Motion	1 <sup>st</sup> Mr. Cochran		2 <sup>nd</sup> Mrs. Middaugh	
Discussion	This resolution is asking for a change in our vital statistics certified copies for birth and death certificates to \$27.00 and disposition permits to \$10.00 effective 1/1/2026.			
Vote	Tweed Vorhees		Dr. Randolph yes	
	Jeri Middaugh	yes	Dr. Andrea Fanti	yes
	Lindsey Bryan	yes	Michael Cochran	yes
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resolution 2025-42 Emergency adoption of 2026 Environmental Health Fees			
Motion	1 <sup>st</sup> Dr. Fanti		2 <sup>nd</sup> Mrs. Middaugh	
Discussion	After submitting our fees to the Ohio Department of Health and Ohio Department of Agriculture there were recommended revisions. Because these fees need to be in place and ready to go by January 1st we are now asking under emergency order the revised fee schedule be approved for 2026.			
Vote	Lindsey Bryan		Dr. Randolph yes	
	Tweed Vorhees	yes	Dr. Andrea Fanti	yes
	Jeri Middaugh	yes	Michael Cochran	yes
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resolution 2025-43 Cyber Security Policy			
Motion	1 <sup>st</sup> Mrs. Bryan		2 <sup>nd</sup> Mrs. Middaugh	
Discussion	House Bill 96, effective September 30, 2025 requires all local government entities to adopt and maintain a cyber security program that safeguards the political subdivisions data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. This policy will not come before the board in its entirety because it is not a public record. However we do need to adopt a policy and procedure that will be reviewed annually.			
Vote	Tweed Vorhees		Dr. Randolph yes	
	Jeri Middaugh	yes	Dr. Andrea Fanti yes	
	Lindsey Bryan	yes	Michael Cochran yes	
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	MOA with Charles E. Harris & Associates			
Motion	1 <sup>st</sup> Mrs. Middaugh		2 <sup>nd</sup> Mr. Cochran	
Discussion	This is for Charles E. Harris & Associates to be our independent public auditor. The MOA runs from 1/1/2025 to 12/31/2029.			
Vote	Tweed Vorhees		Dr. Randolph yes	
	Jeri Middaugh	yes	Dr. Andrea Fanti yes	
	Lindsey Bryan	yes	Michael Cochran yes	
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	TCHD Social Media External User Policy	
Motion	1 <sup>st</sup> Mrs. Middaugh	2 <sup>nd</sup> Mrs. Bryan
Discussion	It is recommended by organizations that we have one so we can make it available to the public so they understand when they post something on our social media it becomes public record. Once we have this policy in place we will be able to hide certain public comments.	
Vote	Tweed Vorhees Jeri Middaugh    yes Lindsey Bryan    yes	Dr. Randolph    yes Dr. Andrea Fanti    yes Michael Cochran    yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	QI/PM Plan	
Motion	1 <sup>st</sup> Mrs. Middaugh	2 <sup>nd</sup> Dr. Fanti
Discussion	This is reviewed annually and this year there are minimal changes.	
Vote	Tweed Vorhees Jeri Middaugh    yes Lindsey Bryan    yes	Dr. Randolph    yes Dr. Andrea Fanti    yes Michael Cochran    yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Clinic fees effective 12/18/2025	
Motion	1 <sup>st</sup> Mrs. Middaugh      2 <sup>nd</sup> Mrs. Bryan	
Discussion	We are asking for two fees to be added.	
Vote	Tweed Vorhees Jeri Middaugh    yes Lindsey Bryan    yes	Dr. Randolph    yes Dr. Andrea Fanti    yes Michael Cochran    yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Clinic fees effective 1/1/2026	
Motion	1 <sup>st</sup> Mrs. Middaugh      2 <sup>nd</sup> Mr. Cochran	
Discussion	This is after review of current payers allowable payments in the medical clinic to make sure we are maximizing our revenue. Most of the changes have to do with vaccines.	
Vote	Tweed Vorhees Jeri Middaugh    yes Lindsey Bryan    yes	Dr. Randolph    yes Dr. Andrea Fanti    yes Michael Cochran    yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Clinical Policy and Procedures; VFC Standing Orders; RHW Clinical Protocol			
Motion	1 <sup>st</sup>	Mrs. Middaugh	2 <sup>nd</sup>	Dr. Randolph
Discussion	These are just procedures in the clinic with minor changes.			
Vote	Tweed Vorhees		Dr. Randolph	yes
	Jeri Middaugh	yes	Dr. Andrea Fanti	yes
	Lindsey Bryan	yes	Michael Cochran	yes
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Strategic Plan			
Motion	1 <sup>st</sup>	Mrs. Middaugh	2 <sup>n</sup>	Dr. Randolph
Discussion	This is the Strategic Plan for 2026-2028. The priorities identified are financial sustainability and employee satisfaction. In this plan is a large amount of data that lead to this decision to prioritizing those two things as well as the action steps and timelines over the next three years to achieving those priorities.			
Vote	Tweed Vorhees		Dr. Randolph	yes
	Jeri Middaugh	yes	Dr. Andrea Fanti	yes
	Lindsey Bryan	yes	Michael Cochran	yes
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Well Variance request for 14317 River Rd SW, Newcomerstown	
Motion	1 <sup>st</sup> Mr. Cochran	2 <sup>nd</sup> Mrs. Middaugh
Discussion	This is in regards to a distance issue with the well on a very small lot which does not meet the 100ft offset. Based on our review we feel like it is in the best place possible given the limited amount of options.	
Vote	Tweed Vorhees Jeri Middaugh    yes Lindsey Bryan    yes	Dr. Randolph    yes Dr. Andrea Fanti    yes Michael Cochran    yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	PHEP Recovery Annex	
Motion	1 <sup>st</sup> Mrs. Middaugh	2 <sup>nd</sup> Mrs. Bryan
Discussion	This is part of the Emergency Response Plan that is approved every year. The plans were condensed and the state wanted it in an annex.	
Vote	Tweed Vorhees Jeri Middaugh    yes Lindsey Bryan    yes	Dr. Randolph    yes Dr. Andrea Fanti    yes Michael Cochran    yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Personnel Policy Manual	
Motion	1 <sup>st</sup> Mrs. Bryan	2 <sup>nd</sup> Mr. Cochran
Discussion	Sections were highlighted with content changes.	
Vote	Tweed Vorhees Jeri Middaugh Lindsey Bryan	Dr. Randolph Dr. Andrea Fanti Michael Cochran
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	2026 Wage Scale	
Motion	1 <sup>st</sup> Dr. Fanti	2 <sup>nd</sup> Dr. Randolph
Discussion	The changes to this reflect an on average 3% increase for staff and in addition to that there are salary classes and classification numbers added for retention points should we need them in the future. This wage scale will be effective 1/12/2026.	
Vote	Tweed Vorhees Jeri Middaugh Lindsey Bryan	Dr. Randolph Dr. Andrea Fanti Michael Cochran
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Out of state travel request for Lana Schrock			
Motion	1 <sup>st</sup>	Mrs. Bryan	2 <sup>nd</sup>	Dr. Randolph
Discussion	She was asked by the Empower Tusc Coalition to attend this out of state conference on behalf of them and they will be paying all of the costs associated with the conference.			
Vote	Tweed Vorhees		Dr. Randolph	yes
	Jeri Middaugh	yes	Dr. Andrea Fanti	yes
	Lindsey Bryan	yes	Michael Cochran	yes
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>
				Fail

Business Type	<input type="checkbox"/>	Old Business	<input type="checkbox"/>	New Business
Agenda Item				
Motion	1 <sup>st</sup>		2 <sup>nd</sup>	
Discussion				
Vote	Tweed Vorhees		Dr. Randolph	
	Jeri Middaugh		Dr. Andrea Fanti	
	Lindsey Bryan		Michael Cochran	
	<input type="checkbox"/>	<input type="checkbox"/>	Pass	<input type="checkbox"/>
				Fail

Business Type	<input type="checkbox"/> Old Business	<input type="checkbox"/> New Business
Agenda Item		
Motion	1 <sup>st</sup>	2 <sup>nd</sup>
Discussion		
Vote	Tweed Vorhees Jeri Middaugh	Dr. Randolph Dr. Andrea Fanti Michael Cochran
	<input type="checkbox"/>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input type="checkbox"/> New Business
Agenda Item		
Motion	1 <sup>st</sup>	2 <sup>nd</sup>
Discussion		
Vote	Tweed Vorhees Jeri Middaugh	Dr. Randolph Dr. Andrea Fanti Michael Cochran
	<input type="checkbox"/>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

Ajourn	No further business. Mrs. Mastin adjourned the meeting At 3:55pm
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Signature of the Board President: \_\_\_\_\_

Signature of the Board Secretary: \_\_\_\_\_