



Coshocton County Board of Health Minutes

Thursday, January 24, 2024 @ 5:30 PM

Location: 637 Chestnut Street, Coshocton OH (Community Room)

The Coshocton County Board of Health met in regular session on Thursday, January 24, 2024 in the Community Room located at 637 Chestnut Street, Coshocton. Board members present: Don Wells, Dr. Jeff Poland, Linda Weber, Dr. Stephanie Richcreek and Lisa Spillman. Staff members attending: Debra Eppley, Health Commissioner, Kim Arden, Fiscal Administrator, Brittany Taylor, WIC Director, Zach Fanning, Director of Environmental, Tammy Smith, Director of Nursing and Clinics, Stephanie Slifko, Emergency Response Coordinator and Accreditation Coordinator. Present as public attendees: Susan Worthington, Tonya Webster, and Jackie Buchanan.

The meeting was called to order by Vice President, Don Wells at 5:30 p.m., by a roll call vote. All board members were present.

Administrative

The Board went into executive session for the purpose of discussing: WIC Compensation, personnel and role of the registrar. Don Wells made a motion to go to executive session at 5:31, seconded by Linda Weber. Roll call vote was called for approval. Motion passed. The board returned from executive session at 6:31 p.m. with no decisions made.

A motion was made by Dr. Poland to accept the minutes as presented for the December 21, 2023 regular meeting, seconded by Linda Weber, a roll call vote was called for approval. Motion Passed.

As per the December 21, 2023 minutes there was a need to approve revised minutes from April 20, 2023. The April minutes did not list the rate of pay for the hiring of Stephanie Slifko, Emergency Response and Accreditation Coordinator. Mr. Ben Hall, County Prosecutor was contacted for advisement (see attached communication). There are only three board members that were present for the April 20, 2023 meeting, Dr. Poland, Don Wells and Linda Webber. As such, Dr. Poland made a motion to accept the revised minutes and it was seconded by Linda Webber. Motion passed with Lisa Spillman and Dr. Richcreek abstaining as they were not board members during that time.

Fiscal

Kim Arden presented the following Fiscal Reports and resolutions to the board:

Dr. Poland made a motion to accept the Detailed Trail Balance for the month ending December 31, 2023 as presented, seconded by Lisa Spillman, a roll call vote was called for approval. Motion Passed.

A motion was made by Lisa Spillman to accept resolution **2024-01 Current Expenses** as presented, seconded by Dr. Richcreek, a roll call vote was called for approval. Motion Passed.

019-0100	Maternal and Child Health	4,343.42
020-0100	District Health	13,014.76
020-0500	Enhanced Operations	
020-0600	Vaccine Needs Assessment	
020-0700	Vaccine Equity	
020-0800	Workforce Development Grant	200.00
020-0900	COVID 19 Vaccinations – CN22	
021-0100	Swimming Pools	
022-0100	WIC	
024-0100	Private Water	1,480.00
025-0100	Construction & Demolition Debris	
026-0100	Campgrounds	
028-0100	Food Service & Retail Food Establishments	56.00
130-0100	Solid Waste – CFLP Grant	
130-0200	Solid Waste – Non Grant	
131-0100	Household Sewage Treatment Systems	1,258.00
132-0100	Public Health Emergency Preparedness	80.00
	Total	\$20,432.18

A clerical error (typo) was noted in resolution **2024-02 Record Policy and Retention Schedule** and a motion was made by Linda Weber to accept the amended resolution as presented, seconded by Dr. Richcreek, a roll call vote was called for approval. Motion Passed.

**Coshocton County Board of Health
Resolution 2024-02**

A Resolution of the Coshocton County Board of Health establishing the "adoption of the Coshocton County Public Records Policy and establishing a Record Retention Schedule".

Whereas, to properly, efficiently, and expeditiously conduct the business of the Coshocton Public Health District to best serve the residents there is an immediate need for the establishment of a "Public Record Policy and Record Retention Schedule."

NOW, THEREFORE BE IT RESOLVED THAT, this board approves the following:

Coshocton County Public Records Policy

Coshocton County acknowledges that it maintains many records that are used in the administration and operation of Coshocton County. In accordance with state law and the Coshocton County Records Commission, Coshocton County has adopted Schedules of Records Retention and Disposition (RC-2) that identify these records: These schedules identify records that are stored on a fixed medium (paper, computer, film, etc.) that are created, received, or sent under the jurisdiction of Coshocton County and document the organization, functions, policies, decisions, procedures, operations, or other activities of Coshocton County. (R.C. 149.011(G); R.C. 149.43(A) (1)). The records maintained by Coshocton County and the ability to access them are a means to provide trust between the public and Coshocton County.

I. Scope:

- A. Each office, department or function that maintains records has a designated employee who serves as the custodian of all records maintained by the office, department or function.
 - 1. Each record custodian has a copy of Coshocton County's public records policy. (R.C. 149:43(E)(2)).
- B. Coshocton County's public record policy, as well as, Coshocton County's Schedules of Records Retention and Disposition (RC-2) are located at every location in which the public may access Coshocton County's records.
- C. Coshocton County's public records policy is located in Coshocton County's policies and procedures manual.
- D. Coshocton County displays a poster which generally describes Coshocton County's public records policy at every location in which the public may access Coshocton County's records.

II. Fees:

- A. Coshocton County, in accordance with Section 149.43 of the Revised Code, has established the following fees for providing copies or reproductions of public records maintained by Coshocton County:
 - 1. For photocopies of either letter or legal-size documents, the fees shall be [actual cost] per photocopy calculated from the first photocopy. Advance payment is required before any copies are prepared. Two sided photocopies shall be charged at a rate of [actual cost] per sheet.
 - 2. For video tapes, cassette tapes or for any other type of media, the fee shall be the replacement cost or the reproduction (copying) cost. Reproduction costs may only be charged if a commercial or professional service is contracted to provide the copy.
 - 3. Established costs/fees under this policy shall: be clearly posted and visible to the public at all locations authorized to provide copies of public records.

III. Availability Inspection

or the responsible Coshocton County employee for the public record. (R.C. 149.43(B)(6)(7)).

b. Persons seeking copies of public records are not permitted to make their own copies of the requested records by any means. (R.C. 149.43(B)(6)).

4. In accordance with section 149.43(B)(7) of the Ohio Revised Code, Coshocton County limits the number of requested public records, to be transmitted through the U. S. Mail, to a maximum of ten records per month, unless the requestor certifies that the records or information in them will not be used: for commercial purposes.

a. "Commercial purposes" shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.

5. Authorized Coshocton County employees shall comply with the following procedures upon receiving a valid public record request through the United States Postal System:

a. Coshocton County employees shall promptly process requests.

b. Requestors shall be charged the postage fees and the cost of the envelope required to properly send the requested records through the mail.

B. Written or verbal requests for copies made by the public records requester or their designee shall be processed in the same manner as mailed requests.

Response and Denials

A. Requests for inspection and/or copies of public records, which are not maintained by the [public office shall be processed in the following manner:

1. If Coshocton County receives a request for a record that it does not maintain or the request is for a record which is no longer maintained, the requestor shall be so notified in writing utilizing a Coshocton County Records Request form that one of the following applies:

a. Their request involves records that have never been maintained by Coshocton County;

b. Their request involves records that are no longer maintained or have been disposed of or transferred pursuant to applicable Coshocton County Schedules of Record Retention and Disposition (RC-2);

c. Their request involves a record that has been disposed of pursuant to an Application of the One-Time Records Disposal (RC-1);

d. If the record that is requested is not a record used or maintained by Coshocton County, the requestor shall be notified that in accordance with Ohio Revised Code Section 149.40, that Coshocton County is under no obligation to create records to meet public record requests.

B. Ambiguous or Overly Broad Request for Public Records

If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that Coshocton County responsible for the requested public record cannot reasonably identify what public records are being requested:

1. Coshocton County may deny the request.

2. However, Coshocton County shall provide the requester with an opportunity to revise the request by informing the requestor of the manner in which records are

Plumbing Permit and Installation Records	Records pertaining to the installation of permitted commercial and residential plumbing jobs including plumbing applications, permits and inspections.	5 years
Private Water System Permit and Installation Records	Information pertaining to the installation of permitted private water systems including applications, permits, tests and inspections	1 year after system abandoned or application expires.
Private Water System Inspections	Assessments of a private water system performed at the request of a homeowner and paid for by the homeowner.	5 years
Registrations	Registration records for contractors registered with the Board of Health including septic installers and haulers, water trucks and plumbing.	2 years
Septic System Inspections	Information pertaining to the assessment/inspection and maintenance of septic systems.	7 years (OAC 3701-29-09(K))
Septic System Permit and Installation Records	Records pertaining to the installation, alteration or abandonment of septic systems.	1 year after system abandoned (OAC 3701-29-09(K))
Sewage Treatment System Design Approvals	Sewage treatment system designs approved by the board of health as part of a site review.	5 years after approval (OAC 3701-29-09(A)(4))
Sanitary Orders	Records of orders submitted to property owners in violation of local regulations.	5 years after compliance achieved
Septic System Rehab Files	Applications, income qualifications, property mortgage, contracts, bids and other records pertaining to septic systems installed using septic rehabs funds.	5 years from the date mortgage is released
Solid Waste Facility Inspections	Information pertaining to the operation and maintenance of a solid waste facility.	5 years
Solid Waste Site Hazardous Waste Records	Information pertaining to the operation and maintenance of a hazardous waste site.	Permanent
Subdivision and Lot Review Records	Information pertaining to a proposed subdivision and/or existing lot review including maps of existing and proposed lots.	5 years
Truck Inspections	Inspection records for solid waste, septic and private water trucks	2 years

Environmental Health Division

Animal Bite Case Files	Includes animal bite investigations, reports and lab reports.	3 years
Beach Sample Records	Water samples collected at beaches within the Health District.	1 year

a. Contact Coshocton County's senior representative.

b. If the person is not satisfied after contacting: Coshocton County's senior representative they shall be advised that Ohio Revised Code section 149.43 provides a legal means for addressing their complaint in these disputes. (R.C. 149.43(C)(1)(2)).

V. Training and Education

The Coshocton County office continues to update and address all education, training, disclosure, and policy requirements mandated by R.C. 109.43 and R.C. 149.43(E)(1)(2).

Record Series:	Description:	Retention Period:
Administration and Board Records		
Application for State Subsidy	Reports and documentation sent to state related to state subsidy funding.	3 years
Car Seat Records	Records pertaining to the car seat distribution program administered by the Health District	5 years
Child Fatality Investigation Records	Reviews and reports by Child Fatality Review Board of child deaths occurring in the county.	5 years
Community Health Plan and Assessments	Includes report on the strategies and objectives for improving health conditions in the county and reports of the current status of health conditions.	Permanent
Community Program/Training Records	Records related to educational programs/training sponsored by the Health District including Child Passenger Safety, Minority Outreach, Safe and Sound and Wellness Consortium.	5 years
Fee Establishment Cost Methodology for NON-ODH Audited Programs	Records supporting the methodology for establishing fees for NON-ODH audited programs.	Until Fee is Revised
Fee Establishment Cost Methodology for ODH Audited Programs	Records supporting the methodology for establishing fees for ODH audited programs.	6 months after ODH Audit
Local Board of Health Regulations	Regulations imposed by the local Board of Health	Until Superseded
Minutes of the Board of Health	Records from meetings of the Board of Health	Permanent
Minutes of the District Advisory	Records from meetings of the District Advisory Council, which make appointments to the Board of Health, reviews the Annual Report of the BOH and advises the BOH on matters of public health within the county. The District Advisory consists of the Chairperson of Trustees	Permanent

Immunization Records	Immunizations administered to Patients by the Health District, includes consent forms	Adults – 6 years; Children – Until age 24
Lead Investigation Records	Records of case investigations generated by clients who report lead contamination.	6 years
Medicare/Medicaid Billing Records	Records related to billing of Medicare/Medicaid.	6 years
Orders/Receipts for Drug Biologicals	Financial records related to the order/receipt of drug biologicals.	3 years
Patient Billing Records	Records related to billing of patients	5 years, provided audited
Patient Health Records (Not Otherwise Specified)	All patient medical records including charts, patient files, lab results, medical testing, clinical services, etc.	6 years after last contact (OAC 3701-83-11)
Tuberculosis Case Records – Negative Results	Negative test results for tuberculosis. May be maintained as part of Patient Health Records.	6 years
Vision, Hearing, Lead and other Screening Records	Screening results for vision, hearing and lead tests. May be maintained as part of Patient Health Records.	Adults – 6 years; Children – Until age 24
WIC program Records	All records related to the supplemental nutrition program for Women, Infants and Children, including client files.	Per Ohio WIC retention schedule

A motion was made by Dr. Poland to accept resolution **2024-03 Additional Appropriations** of monies within the District Health fund for Workforce 22 as presented, Linda Weber, a roll call vote was called for approval. Motion carried.

Unappropriated Funds	To	020-0800-5102.00	Salaries	5,204.00
Unappropriated Funds	To	020-0800-5110.00	OPERS	800.00
Unappropriated Funds	To	020-0800-5115.00	Medicare	100.00
			Total:	\$6,104.00

A motion was made by Lisa Spillman accept resolution **2024-04 Transferring Appropriations** within the **PHEP** fund as presented, seconded by Linda Weber, a roll call vote was called for approval. Motion carried.

132-0100-5102.00	Salaries	To	132-0300-5102.00	Salaries	46,726.37
132-0100-5110.00	OPERS	To	132-0300-5110.00	OPERS	6,541.69
132-0100-5111.00	Workers Comp	To	132-0300-5111.00	Workers Comp	624.90
132-0100-5113.00	Health/Life/Dental Ins	To	132-0300-5113.00	Health/Life/Dental Ins	13,500.00
132-0100-5115.00	Medicare	To	132-0300-5115.00	Medicare	677.53
132-0100-5200.00	Other Direct Costs	To	132-0300-5200.00	Other Direct Costs	2,820.00
132-0100-5260.00	Contract Services	To	132-0300-5260.00	Contract Services	8,980.00
				Total Budget	79,870.49

A motion was made by Lisa Spillman to accept resolution **2023-71 Amended 2024 Appropriations** that was approved in December and needed adjusted due to pay increases that affected items such as OPERS and Medicare. A copy of budget given with changes listed. Seconded by Linda Weber, a roll call vote was called for approval. Motion carried.

Maternal and Child Health Center

019-0100-5102.00	Salaries	80,964.42
019-0100-5103.00	Employee Insurance Bonus	0.00
019-0100-5110.00	O.P.E.R.S.	11,335.02
019-0100-5111.00	Worker's Compensation	828.51
019-0100-5113.00	Health/Life/Dental Insurance	624.72
019-0100-5115.00	Medicare Tax – Employer	1,416.88
019-0100-5200.00	Office Supplies	1,500.00
019-0100-5200.01	Medical Supplies	3,000.00
019-0100-5210.00	Equipment	0.00
019-0100-5260.00	Contract Services	27,000.00
019-0100-5300.00	Travel/Training	0.00
019-0100-5400.00	Other Expenses	2,000.00
019-0300-520000	Office Supplies – AH	500.00
019-0300-520001	Medical Supplies – AH	21,000.00
	Total Budget	\$150,169.55

District Health

020-0100-5102.00	Salaries	341,620.66
020-0100-5103.00	Employee Insurance Bonus	400.00
020-0100-5110.00	O.P.E.R.S.	47,826.89
020-0100-5111.00	Worker's Compensation	2,486.00
020-0100-5113.00	Health/Life/Dental Insurance	67,102.32
020-0100-5115.00	Medicare Tax	4,953.50
020-0100-5200.00	Office Supplies	8,500.00
020-0100-5200.01	Medical Supplies	0.00
020-0100-5210.00	Equipment	0.00
020-0100-5260.00	Contract Services	15,200.00
020-0100-5300.00	Travel/Training	2,000.00
020-0100-5400.00	Other Expenses	135,680.00
020-0100-5400.01	Board Expenses	1,000.00
020-0100-5999.00	Transfer Out	10,000.00
	Total Budget	\$636,769.36

EO23

020-0500-5102.00	Salaries	70,996.12
020-0500-5110.00	OPERS	9,939.46
020-0500-5111.00	Workers Comp	0.00
020-0500-5115.00	Medicare	1,029.44
020-0500-5200.00	Other Direct Costs	19,746.00
020-0500-5210.00	Equipment	5,500.00
020-0500-5260.00	Contract Services	10,000.00
	Total Budget	\$117,211.02

Campgrounds

026-0100-5102.00	Salaries	3,781.44
026-0100-5110.00	O.P.E.R.S.	529.40
026-0100-5111.00	Worker's Compensation	41.01
026-0100-5115.00	Medicare Tax - Employer	54.83
026-0100-5200.00	Supplies	250.00
026-0100-5470.00	State Remittance Fees	1,650.00
	Total Budget	\$6,306.68

Food Service and Retail Food Establishments Program

028-0100-5102.00	Salaries	47,843.64
028-0100-5110.00	O.P.E.R.S.	6,698.11
028-0100-5111.00	Worker's Compensation	193.17
028-0100-5113.00	Life/Health/Dental	23,338.68
028-0100-5115.00	Medicare Tax - Employer	693.73
028-0100-5200.00	Supplies	2,000.00
028-0100-5210.00	Equipment	1,000.00
028-0100-5470.00	State Remittance Fees	5,040.00
028-0100-5999.00	Transfer to Reserve	2,000.00
	Total Budget	\$88,807.33

CFLP Solid Waste Grant

130-0100-5102.00	Salaries	3,166.80
130-0100-5110.00	OPERS	475.02
130-0100-5111.00	Worker's Compensation	395.97
130-0100-5113.00	Health/Life/Dental Insurance	0.00
130-0100-5115.00	Medicare Tax - Employer	45.92
130-0100-5200.00	Supplies	500.00
130-0100-5300.00	Travel/Training	500.00
130-0100-5400.01	Reimbursement	0.00
	Total Budget	\$5,083.71

Solid Waste Program

130-0200-5102.00	Salaries	5,246.80
130-0200-5110.00	OPERS	760.79
130-0200-5111.00	Worker's Compensation	33.06
130-0200-5113.00	Health/Life/Dental Insurance	0.00
130-0200-5115.00	Medicare	76.08
130-0200-5210.00	Equipment	0.00
130-0200-5400.00	Other Expenses	0.00
130-0200-5470.00	E.P.A. Remittance Fees	30,000.00
130-0200-5999.00	Transfer to Reserve	2,000.00
	Total Budget	\$38,116.73

Household Sewage Treatment Systems

131-0100-5102.00	Salaries	65,538.20
131-0100-5110.00	O.P.E.R.S.	9,175.35
131-0100-5111.00	Worker's Compensation	448.91
131-0100-5113.00	Life/Health/Dental	23,042.88
131-0100-5115.00	Medicare	950.30
131-0100-5200.00	Supplies	1,000.00
131-0100-5210.00	Equipment	0.00
131-0100-5400.00	Other Expenses	147,000.00
131-0100-5470.00	Remittance Fees	4,810.00
131-0100-5999.00	Transfer to Reserve	2,000.00
	Total Budget	\$253,965.64

EO23

	Actual Carry Over from 2023	.00
020-0100-4001.08	Federal Grant	\$106,555.47
020-0100-4001.09	Indirect Costs	\$10,655.55
	Total Anticipated Revenue	117,211.02
	Total Funds Available	117,211.02

WFD

	Approximate Carry Over from 2023	40,000.00
020-0100-4000.01	FY23 Public Health Workforce - Direct	\$90,190.14
020-0100-4000.02	FY23 Public Health Workforce - Indirect	\$10,021.13
	Total Anticipated Revenue	100,211.27
	Total Funds Available	\$140,211.27

Swimming Pool Program

	Actual Carry Over from 2023	6,251.57
021-0100-4001.00	License Fees	5,404.00
	Total Anticipated Revenue	5,404.00
	Total Funds Available	11,655.57

WIC

	Actual Carry Over from 2023	62,673.41
022-0100-4001.00	Federal Funds	228,037.00
	Total Anticipated Revenue	228,037.00
	Total Funds Available	\$290,710.41

Private Water Systems

	Actual Carry Over from 2023	48,052.00
024-0100-4001.00	Installation Permits	26,100.00
024-0100-4002.00	Alteration Permits	1,705.00
024-0100-4002.01	Water Haulers	80.00
024-0100-4003.00	Water Testing	4,500.00
024-0100-4004.00	Well Certifications	450.00
	Total Anticipated Revenue	32,835.00
	Total Funds Available	\$80,887.00

Construction and Demolition Debris Program

	Estimated Carry Over from 2023	2,675.00
025-0100-4001.00	Tipping Fees	0.00
	Total Anticipated Revenue	0.00
	Total Funds Available	\$2,675.00

Campgrounds		
	Actual Carry Over from 2023	4,829.27
026-0100-4001.00	Campground License Fees	5,844.00
	Total Anticipated Revenue	5,844.00
	Total Funds Available	\$10,673.27

Food Service and Retail Food Establishments Program		
	Actual Carry Over from 2023	40,087.67
028-0100-4001.00	FSO Licenses	49,500.00
028-0100-4002.00	Temporary Licenses	1,400.00
028-0100-4003.00	RFE Licenses	26,000.00
	Total Anticipated Revenue	76,900.00
	Total Funds Available	\$116,987.67

Kim Arden also provided an update on Workforce Grant 23, stating that this is a four-year program that could ultimately cover the salary for Olivia Elson, Public Health Educator, a financial system or retention bonuses if so chosen. Kim also gave an update on the pay increases that were given and that there will be a '22 audit in April or May of 2024.

Environmental

Zach Fanning presented to the board the 2024 Food Fees 3rd and final reading. Vending fees were reduced \$.30 per license for a feed of \$21.70 instead of \$22.00. Ohio Department of Ag changed Mobile Food rules to High Risk and Low Risk. There is a 50% reduction to the local fee already established. Was \$150 now reduced to \$75 plus fee. **Low risk only. High risk remains the same.**

Don Wells asked Zach about lot splits and approximate amount each year and does regional planning fees need reviewed and updated. This will be tabled for the next meeting as Zach reviews.

Public Health Nursing

Tammy Smith spoke regarding Nationwide Children's Center for Injury Research and Policy reaching out to partner in a study funded by the National Institute on Drug Abuse to evaluate the impact of providing fentanyl test strips (FTS) and education to people who use drugs (PWUD) in community settings. The study is called the Prevention Study. Nationwide Children's will conduct all aspects of the study including recruitment. CPHD would need to supply office space and Narcan while Nationwide staff in conducting interviews. Tammy expressed interest in partnering, awaiting additional information from Dr Michaels at Nationwide Children's.

Clinics

The West Lafayette Rotary health event that was schedule for Feb 10th has been cancelled due to issues with the lab they are using. Tammy had discussed with WL Rotary president regarding the possibility of CPHD providing lab services at the Rotary health fair in future if needed. D.O.N. will send pricing to Rotary president per request for review at their upcoming meeting.

Don Wells had asked Tammy if she heard that MVHC clinic had moved out of Ridgewood School. She had not been informed of this.

WIC

Brittany Taylor shared that WIC held 2 outreach programs: WIC to Head Start and another outreach in the Tribune and Beacon with Santa and Mrs. Clause arriving at the CPHD. There were 20 families involved. They felt it was very successful and would like to do that type of outreach again.

Brittany shared that WIC had 193 appointments in December and the case load is up by 40. There has also been a logo change for WIC so she will be working to obtain that and have it displayed at the CPHD.

Health Educator

App Update

Stephanie Slifko presented for Olivia Elson who was absent from the meeting. Timeline was discussed for the mobile app. The website feature was dropped from the app package and the CPHD will just utilize the current website. The app is now available in the app store. There will also be an app code to scan for access. Marketing campaign is now being utilized to promote the app. App is paid through a NACCHO grant. \$6,496 is due March 31st. \$2,000 will be utilized for promotional items for 90-day campaign and \$10,000 will be left to utilize for items such as team mental health/team building. Olivia is working on ways to measure success of the app such as a goal of having 250 downloads over a period of time.

PHEP

Stephanie Slifko stated that PHEP continues to move forward. Marcs training is February 16th. PHEP is deliverable driven so she will continue to collect and submit.

Accreditation

Stephanie Slifko discussed progress with the board. There was a door decorating contest in December. The team is working on performance management; staff self-assessments are in progress and then the CPHD will begin working on a cycle of October or November for routine assessments.

QI training was recently done and plan to do 2 QI projects per year. Workforce Development can help pay for trainings. Stephanie shared that the readiness assessment was submitted and approved. The CPHD celebrated with a 'breakfast cart' of yogurt, fruit and granola passed out by Stephanie. May 24th is the plan to apply, and then there will be one year to complete all items.

There is also work being done to prepare to do the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). Stephanie, Tammy and Debra attended a meeting with Illuminology. A third party that assists with a custom designed CHA and CHIP for our community. More to come as this is reviewed.

Stephanie turned in policies to the board for review as well as sample bylaws. She also recommended to the board their involvement with some of the committees going forward. This will be tabled for the next meeting as the board reviews.

Health Commissioner

Debra Eppley shared that during an Ohio Department of Health (ODH) call Wednesday they were working to assure that the 'new' ODH logo is now being utilized and the old one phased out. New one being the outline of the state of Ohio around the word Ohio.

Katie Seward from Tuscarawas Health Department will be at CPHD on February 1st to mentor with Debra.

On the ODH call Wednesday there was discussion of the changes to the smoking law (Revised Code 3794.01 and 3794.03). New No Smoking/Vaping rules and signs were released. Olivia ordered and has on hand to pass out.

Debra also shared that several community committees (The Rotary, The Lions Club, The Kiwanis and The Genealogical Society) are reaching out for attendance from the CPHD at meetings to update on the new combined City/County Health District and for a building tour. Debra will communicate as these occur.

Miscellaneous

Tammy Smith presented a contractual agreement for Family and Children First Council (FCFC) to provide services to the MCHC Prenatal Clinic. This will provide social services support to the prenatal clinic. This will be reimbursable. Linda Weber made a motion to approve, seconded by Dr. Richcreek. A roll call vote was called for approval. Motion passed.

Don Wells recommended that a board president needed appointed. Dr. Poland nominated Don Wells as the board president, seconded by Linda Weber. A roll call vote was called for approval. Motion passed with Don Wells abstaining.

Don Wells nominated Dr. Poland as the board vice president, seconded by Linda Weber. Roll call vote was called for approval. Motion passed with Dr. Poland abstaining.

Announcement that the District Advisory Council (DAC) will be March 12th at 7:00 PM in the Community Room.

Public Comment

Tonya Webster, a WIC staff member, made a comment about her 26 years with the health district and that she enjoys her job, is loyal to the health district and has appreciated her time here. She stated that she has not had a pay increase in 3 years and asked that it be taken into consideration going forward. Dr. Poland stated that they are reviewing the numbers from WIC and that Brittany (WIC Director) is obtaining more data for the board to review, but there is no timeframe at this time for that review. Tonya thanked him for the time.

Adjourn

Lisa Spillman made a motion to adjourn seconded by Dr. Richcreek. Roll call vote was called for approval. Motion passed. Meeting adjourned at 7:24 p.m.

Donald E Wells

2/25/2024

Board President, Don Wells

Date

Board Secretary, Debra Eppley

Date

(Minutes were prepared by Debra Eppley)