



Coshocton County Board of Health Minutes

Thursday, February 15, 2024 @ 5:30 PM

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

The Coshocton County Board of Health met in regular session on Thursday, February 15, 2024 in the Community Room located at 637 Chestnut Street, Coshocton. Board members present: Don Wells, 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: Jackie Buchanan and Tonya Webster.

The meeting was called to order by President, Don Wells at 5:29 p.m., by a roll call vote. Dr. Jeff Poland had an excused absence.

Administrative

A motion was made by Linda Weber to accept the minutes as presented for the January 18, 2024 regular meeting, seconded by Dr. Richcreek, a roll call vote was called for approval. Motion Passed.

Fiscal

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

Kim shared the **Detailed Trial Balance** for the month ending January 31, 2024, noting that the Household Sewage account was in the negative due to P.O's being open. Kim credited back purchase orders from 2023. We are now in the positive at \$154.10. Lisa Spillman made a motion to accept the Detailed Trail Balance for the month ending January 31, 2024 as presented, seconded by Linda Weber, a roll call vote was called for approval. Motion Passed.

A motion was made by Linda Weber to accept resolution **2024-05 Current Expenses** as presented, seconded by Lisa Spillman, a roll call vote was called for approval. Motion Passed.

019-0100	Maternal and Child Health	6,819.89
020-0100	District Health	3,787.76
020-0500	Enhanced Operations 23	2,447.34
020-0801	Workforce Development Grant 23	120.00
021-0100	Swimming Pools	
022-0100	WIC	1,222.92
024-0100	Private Water	413.00
025-0100	Construction & Demolition Debris	
026-0100	Campgrounds	
028-0100	Food Service & Retail Food Establishments	
130-0100	Solid Waste – CFLP Grant	27,500.00
130-0200	Solid Waste – Non Grant	
131-0100	Household Sewage Treatment Systems	
132-0100	Public Health Emergency Preparedness	275.00
	Total	\$42,585.91

A motion made by Dr. Richcreek to accept **2024-06 Additional Appropriations** of monies within the District Health fund for **Workforce 22** as presented, seconded by Lisa Spillman, a roll call vote was called for approval. Motion passed.

Unappropriated Funds	To	020-0800-5110.00	OPERS	1,738.86
Unappropriated Funds	To	020-0800-5115.00	Medicare	1,311.78
			Total:	\$3,050.64

Kim informed the board of an update to **Resolution 2023-71**. Auditor Grant Daugherty requested that the Health District rescind the revenue portion of the Work Force 22 grant in order to have a solid carryover. Kim will continue to work with auditor. There were no objections to the request.

Coshocton Public Health District

637 Chestnut St.
 Coshocton, Ohio 43812-2362
www.coshoctoncounty.net



Phone: (740) 622-1426
Fax: (740) 295-7576
E-Mail: Coshohealth@coshoctoncounty.net

February 2, 2024

We would like to rescind the revenue portion of Resolution 2023-71 that was amended at the January 24, 2024 Coshocton Public Health District Board Meeting. This request is due to needing a solid carryover for Workforce 2022.

Sincerely,

Debra Eppley
 Debra Eppley
 Health Commissioner

Kim shared that the February 8th bills would miss the bill run and would not be paid until March 6th. Early payment made. A motion was made by Linda Weber to accept resolution **2024-07 Approving Current Expenses** for March as presented, seconded by Dr. Richcreek, a roll call vote was called for approval. Motion passed.

019-0100	Maternal and Child Health	2352.62
020-0100	District Health	492.78
020-0500	Enhanced Operations 23	
020-0801	Workforce Development Grant 23	
021-0100	Swimming Pools	
022-0100	WIC	
024-0100	Private Water	297.00
025-0100	Construction & Demolition Debris	
026-0100	Campgrounds	
028-0100	Food Service & Retail Food Establishments	
130-0100	Solid Waste – CFLP Grant	
130-0200	Solid Waste – Non Grant	
131-0100	Household Sewage Treatment Systems	
132-0100	Public Health Emergency Preparedness	2,245.00
	Total	\$5,387.40

Environmental

Zach Fanning presented to board that approximately half of the food applications are in to date.

Zach shared there is an update to a county vehicle. He stated the “grey” vehicle was checked out by maintenance and they called him in to share that the frame is rusted out. He stated at this time, it is restricted for in city runs only. Discussion ensued about the two other vehicles for the health district and that \$40,000 was budgeted for a new vehicle purchase. Discussion about utilization of vehicles and likelihood of needing three for the health district ensued. Conversation will continue and table for next meeting.

Public Health Nursing

Tammy Smith shared that she needs approval from the board to continue applying for the United Way funding that is due March 15th. Tammy shared the Child Health Clinic had 169 visits for the COVID vaccine, just short of previous year, but feels comfortable asking for a total of \$43,000 with \$15,500 for the Child Health Clinic and \$27,500 to the Prenatal Clinic. Linda Weber made a motion to approve the application, seconded by Dr. Richcreek, a roll call vote called for approval. Motion passed.

Clinics

Tammy Smith shared that the Clinics are going well. The TB case that she and Beau are working with continues with 5-day direct observations, and are in the home weekly to collect sputum samples. Patient continues to be in isolation and appears to be becoming taxing for the patient. Tammy and Beau treated the patient to her favorite lunch and gave a few ‘pick me up gifts’ to lift her spirits.

Tammy also shared there were 6 pertussis cases in the state – all contained within one family and not considered an outbreak at this time.

WIC

Brittany Taylor highlighted the summary of January WIC visits. She states 250 total January visits with 150 of those being scheduled and 100 as walk ins for education. Brittany also shared that out of 286 scheduled visits, 150 were seen creating a 52.45% show rate. She shared that the reasons stated were 'sickness' so the team is hopeful that February rates will increase.

Brittany shared that she adjusted the graphics per Don's request, adding color to highlight areas. She gave to board today – as it was not available when packet went out. This is to help explain what the 629 participants look like broken out. 157 women, 129 infants and 323 children.

The WIC team is currently working on a time study as well. They noted they have had 111 phone calls already this week for various reasons: prescriptions, reschedules, program questions, etc.

Health Educator

Olivia Elson was not present for the meeting. The newsletter was added to the BOH packet. Some of the team shared some comments about the great work Olivia is doing. She was introduced to the Superintendent's meeting this past week for another entry into the school system.

PHEP

Stephanie Slifko stated that PHEP continues to move forward. She shared that Tammy has been instrumental in helping her get the medical countermeasures community profile.

She shared that there was a four-hour tabletop exercise today for the Health Care Coalition that she attended with Zach, Tammy, Deb and Rob McMasters. She appreciated the support and team effort.

Stephanie discussed the capability planning guide for state. She filled out the PHEP capability assessment for ODH.

Stephanie shared that she and Deb attended a COTS meeting this week as well. Very beneficial to see/hear how we are to work with the health care coalition, the tracking software that is available, and how the health district can support by being a part of the re-unification program for example in a crisis situation.

Accreditation

Stephanie Slifko discussed progress with the board. She had provided updates in the packet. She shared how she and the team are working through the domains – currently working to figure out ways to collect qualitative and quantitative data.

Stephanie shared that Tammy and Olivia are working on some community ideas: such as getting vaping data, and having Coffee with a Doc to get community involvement. Hoping that this can be quarterly.

Stephanie also shared a few of the other items happening inside the Health District such as the FUN Committee sponsoring a Taco Bar at the February full staff meeting, and arranging for exercises such as fire and tornado drills, and other learning for the team. The Health District has also been having weekly Wednesday morning huddles.

Stephanie discussed a quality improvement program – however with no history at this time, we need to start building for baseline data.

Stephanie requested that the list of items she had on the agenda be approved by the board as a building base for the team to continue working forward.

1. Onboarding New Employee Policy
2. Onboarding New Board of Health Member Policy
3. Performance Management/Quality Improvement Plan
4. Health Equity Policy
5. Comprehensive Communications Plan
6. Limited English Proficiency Plan
7. Social Media Policy official business
8. Board of Health By laws

Lisa Spillman made a motion to approve all 8 items that was given to the board, seconded by Linda Weber, a roll call vote was called for approval. Motion passed.

Health Commissioner

Debra Eppley shared that the application for Registrar requested approval minutes from the board to be attached to application. This allows Debra to be able to resume the role of Registrar from Steve Lonsinger. Dr. Richcreek made a motion to approve Debra to apply for Registrar, seconded by Lisa Spillman, a roll call vote was called for approval. Motion passed.

Debra shared the rough draft of the DAC annual report items that the team has been preparing. The 'booklet' will be reduced from previous years. This will be a take away from the meeting with a very high-level power point presentation from Debra and all the directors presenting for their respective areas as the Health Commissioner's Report. A copy of the Tuscarawas County Health District annual report – available on their website - was shared as an example of how the team would like to present the annual report. Debra will send final booklet to the board for review prior to the DAC meeting on March 12th. Board was appreciative of prior insight to what is being presented.

Old Business

Follow up from January meeting.

Environmental follow up – *“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.”*

Zach states that the fee is \$50 per track currently, \$100 per application at this time and feels that it is appropriate. No further discussion noted.

Accreditation follow up – *“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.”*

Completed/noted above during accreditation review.

Miscellaneous

Don Wells shared that Stephanie Slifko had done some research and that the previous Licensing Committee had not been journalized/noted for quite some time and apparently dissolved. The last mention of the Licensing Committee was in 2022 when Steve Lonsinger was noted to have mentioned it in the 2022 DAC minutes. At this time, the board of health will proceed without a licensing committee as noted in these minutes.

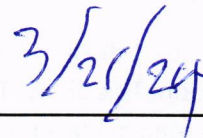
Public Comment

No public comment.

Adjourn

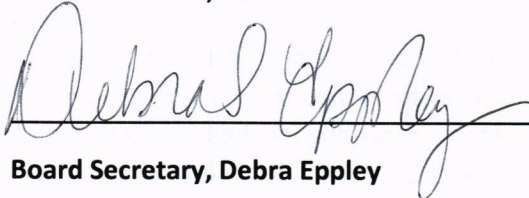
Linda Weber made a motion to adjourn seconded by Lisa Spillman. Roll call vote was called for approval. Motion passed. Meeting adjourned at 6:13 p.m.

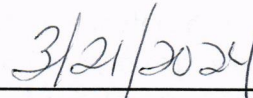




Board President, Don Wells

Date





Board Secretary, Debra Eppley

Date

(Minutes were prepared by Debra Eppley)