



# Coshocton County Board of Health Minutes

Thursday, March 21, 2024 @ 5:30 PM

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

The Coshocton County Board of Health met in regular session on Thursday, March 21, 2024 in the Community Room located at 637 Chestnut Street, Coshocton. 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 and Chuck Hathaway.

The meeting was called to order by President, Don Wells at 5:28 p.m., by a roll call vote. Board members present: Don Wells, Linda Weber, Dr. Stephanie Richcreek and Dr. Jeff Poland. Lisa Spillman had an excused absence.

## Administrative

A motion was made by Linda Weber to accept the minutes as presented for the February 15, 2024 regular meeting, with the amendment of Don Wells as President – not vice President as noted in the call to order. The motion was seconded by Dr. Richcreek, a roll call vote was called for approval. Motion passed, with Dr. Poland abstaining as he was not present at previous meeting.

## Fiscal

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

Kim shared the **Detailed Trial Balance** for the month ending February 29, 2024, with no issues noted. Dr. Poland made a motion to accept the **Detailed Trail Balance** for the month ending February 29, 2024 as presented, seconded by Linda Weber. A roll call vote was called for approval. Motion passed.

Kim shared that resolution **2024-09 Current Expenses** has been updated from the board packet. They are now current through today. A motion was made by Linda Weber to accept resolution **2024-09 Current Expenses** as presented, seconded by Dr. Richcreek. A roll call vote was called for approval. Motion passed.

019-0100	Maternal and Child Health	4,515.82
020-0100	District Health	3,599.93
020-0500	Enhanced Operations 23	225.82
020-0801	Workforce Development Grant 23	
021-0100	Swimming Pools	
022-0100	WIC	1,247.85
024-0100	Private Water	307.00
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	45.00
	<b>Total</b>	<b>\$9,941.42</b>

Prior to the meeting, the decision was made to move the item of the **2025 Budget** from the Fiscal update to an Executive Session.

Kim shared an update to the board regarding the current state audit that is presently in progress for the fiscal year of 2022. Their plan at this time is to finish next week. Kim stated that it seems to be going well. Discussion ensued about a form that state auditor Jonathon Barnett sent to the board to fill out. This is due next Tuesday from board members.

**Environmental**

Zach Fanning asked for approval for **Resolution 2024-08 WPCLF Funding Project for 2024-2025**. This is in regards to \$150,000 that can be utilized for sewage treatment replacement. Linda Weber made a motion to approve, seconded by Dr. Poland. A roll call vote was called for approval. Motion passed.

Zach shared that the food permits are almost all completed. Water, sewage and others are starting to come in currently.

Zach shared that Stephanie Conn, the CEO at Coshocton Regional Medical Center reached out regarding the East Palestine chemical spill. She is currently the interim CEO at East Liverpool hospital and has been in meetings regarding trust fund settlements that include water sampling. She offered the opportunity for the CPHD to be able to take part in the trust funding as well for future water sampling. The CPHD is currently gathering some data for a proposal for Stephanie to take to her meeting next week. Debra shared that she reached out to County Commissioner Dane Shryock for a meeting with her and Zach to assure collaboration and communication.



### **Public Health Nursing**

Tammy Smith shared that the measles rate is increasing globally and domestically. Currently the CDC states there are 58 US cases in 17 jurisdictions with 7 outbreaks in total. This is in comparison to the 2023 rate of 58 total cases with 4 outbreaks.

Dr. Richcreek shared that sometimes following vaccination a patient can get a rash, and it must be treated as a positive reaction as well.

Tammy shared that she has an email out to the Sheriff's office for the Drug Take Back Day on April 27, 2024 from 10 am to 2 pm. That has not been confirmed as of today.

Tammy stated that she submitted her United Way grant. April 15<sup>th</sup> is the date schedule to state case.

Tammy shared that she submitted the Child Fatality Review to the Maternal Data Base.

### **Clinics**

Tammy Smith shared that the Clinics are going well with no updates to share.

### **WIC**

Brittany Taylor shared that Amanda Taylor resigned and asked for board approval for her resignation. Dr. Poland made a motion to accept, seconded by Linda Weber. A roll call vote was called for approval. Motion passed with request to have the resignation placed in the BOH book. Debra had met with Don Wells and Linda Weber for her 60-day evaluation and requested to post the open position prior to board meeting since this was not a new position. Approval was given and Brittany has worked with Debra and Olivia to post open position.

Brittany stated that April 17, 2024 opens the window for the solicitation period for the 2023 competitive grant for WIC with submission being June 3, 2024.

Brittany shared that the Nutrition Fair is March 29, 2024 from 1 pm – 3 pm in the Community Room. There are 12 community partners attending. Flyers and ads are out currently. The Easter Bunny will be present.

Brittany also shared that the Fruit and Vegetable incentive has been increased through September – Pregnant women = \$52, children to the age of 5 = \$26 (each), pregnant breastfeeding women = \$52, pregnant non-breastfeeding women = \$47.

### **Health Educator**

Olivia Elson was not present for the meeting. She shared data in the board packet for the board to view regarding her outreach for February as well as data for the phone app usage.

### **PHEP**

Stephanie Slifko stated that PHEP continues to move forward. She shared the medical countermeasures community profile was approved.

Stephanie shared that she attended a Solar Eclipse tabletop exercise at Coshocton Regional Medical Center with Zach and Debra. Other county preparedness representatives were present.

Stephanie stated that she will be attending a Preparedness Summit next week Monday - Thursday. She also has her ICS 300 class scheduled in May.

### **Accreditation**

Stephanie Slifko discussed progress with the board. She shared that she has been looking into many options for the CHA/CHIP – internal work/research, met with ODH representative, Licking County Health Commissioner internal process and OU. She and Debra have met with Kaylee Andrews from Coshocton Regional Medical Center to collaborate on the Community Health Assessment/Community health Improvement Plan (CHA/CHIP) as an opportunity. Kaylee is very receptive and open to allow us to work together. The hospital Community Health Needs Assessment (CHNA) is due summer of 2025 and we at the CPHD may jump on board with them early to begin. Meeting will be set up to discuss options. The CHA is a start over to begin our accreditation – with the newest outreach of the phone app along with the website, we can create more awareness. Stephanie also shared that she is presenting information at staff meetings going forward by way of fact sheets, as well as utilizing a tool called Clear Impact for state tracking.

Stephanie also shared that the hospital is working to put together resources for the community and CPHD will be a part. The quality improvement committee has their first meeting tomorrow and that weekly Huddles are taking place on Wednesdays for communication. Performance management starts in April and will require extended working sessions. Olivia has been working on a Branding Strategy to make all materials uniform. Outreach tracking will begin for each department. Directors currently have an updated policy/procedure manual to review. Staff are working on procedural manuals for their perspective areas.

Stephanie shared that she needs a letter stating the board's support for the accreditation process. This will be ready for approval at next board meeting.

Stephanie requested that the list of items she had in the packet and on the agenda be approved by the board:

1. MARCS Radio Policy
2. Public Health/Ethical Practice Policy
3. Emergency Action Plan
4. IT Policy
5. Workforce Development Plan
6. Public Records Request Policy

Linda Weber made a motion to approve all 6 items that were given to the board, seconded by Dr. Richcreek. A roll call vote was called for approval. Motion passed.

Stephanie shared she is also continuing her work with Tammy in the CB 24 grant.

### **Health Commissioner**

Debra Eppley shared in the board packet a revised organizational chart and asked for approval. Linda Weber made a motion to approve, seconded by Dr. Richcreek. A roll call vote was called for approval. Motion passed.



Don Wells mentioned the District Advisory Board meeting that was March 12, 2024. There was a very good turnout and the meeting seemed to go well.

**Old Business**

Follow up from February meeting:

County vehicle follow up – Debra asked the process to remove a vehicle from county holding. Board encouraged her to reach out to the County Commissioners. More discussion ensued regarding the other two vehicles. Debra shared she is working to collect data to show how many vehicles are appropriate for CPHD.

**Miscellaneous**

Executive session will begin following public comment.

**Public Comment**

Public comment was made *I am glad someone is working on testing the water wells. Chuck Hathaway.*

**Adjourn**

Linda Weber made a motion to adjourn to Executive Session at 6:23 p.m. seconded by Dr. Richcreek. Roll call vote was called for approval. Motion passed. Staff and public were dismissed.

Dr. Richcreek made a motion to adjourn overall meeting following executive session at 7:00 p.m., seconded by Linda Weber. Roll call vote was called for approval. Motion passed.

 

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**Board President, Don Wells**

**Date**

 

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**Board Secretary, Debra Eppley**

**Date**

(Minutes were prepared by Debra Eppley)