



Coshocton County Board of Health Minutes

Thursday July 18, 2024 @ 5:30 PM

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

The Coshocton County Board of Health met in regular session on Thursday, July 18, 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 and Tammy Smith - Director of Nursing /Clinics. Present as public attendees: Jesse Christmas and Mary, representing WTNS.

The meeting was called to order by President, Don Wells at 5:36 p.m. by a roll call vote. Board members present: Don Wells, Linda Weber, Dr. Stephanie Richcreek and Lisa Spillman. Dr. Jeff Poland had an excused absence.

Administrative

A motion was made by Linda Weber to accept the minutes as presented for the June 20, 2024 regular meeting. The motion was seconded by Dr. Richcreek, a roll call vote was called for approval. Motion passed.

A motion was made by Linda Weber to accept the minutes as presented for the July 1, 2024 Emergency Meeting. The motion was seconded by Dr. Richcreek, a roll call vote was called for approval.

A motion was made by Linda Weber to accept the minutes as presented for the July 11, 2024 Special Meeting. The motion was seconded by Dr. Richcreek, a roll call vote was called for approval.

A motion was made by Linda Weber to move into executive session for the purpose of personnel at 5:38 p.m. Seconded by Dr. Richcreek. Roll call vote was called for approval. Motion passes.

The Board returned at 6:02 p.m. with no action taken. Lisa Spillman made a motion to move back into regular session. The motion as seconded by Dr. Richcreek. A roll call votes was called for approval. Motion passed.

Following, Lisa Spillman stated that she wanted to publicly share a letter from the board to the staff. She read aloud:

The board wanted to follow up with everyone since our special meeting last week. We all understand that this is a major adjustment for some of you and we appreciate your willingness to make the necessary changes to follow the county's policy.

After meeting with each director, it is our understanding that each of you understand what is expected moving forward regarding the 1/2-hour lunch time. We understand that each one of you are willing to make the necessary adjustments. If this is not correct, please let us know immediately.

The employee lunch time is discussed on page 28. It is specially noted "That an employee may not work through a lunch break in exchange for arriving at work late or leaving early."

We are expecting all full-time employees to take an unpaid 1/2 lunch break. This must be reflected on your timesheets as time in and time out during your lunch period. If no lunch is shown, the Fiscal Officer is instructed to deduct 1/2 hour on any 8 hour or more time that is reported. If you decide only to work 7.5 hours per day- you will only be paid for 7.5 hrs. If you choose to continue to work 8-4, you will only be paid for 7.5 hrs.

We all hope that this transition will be accepted peacefully, and we get things back on a positive track. The board is always open and willing to discuss any issues that you may have regarding expectations and policies.

We feel that we have been very understanding of the situation - remember this isn't something that we came up with. This is a policy set in place by the county. You are a county employee - so you must follow their policy.

It is very unfortunate that you were misinformed in the past, but each employee has access to the county policy and acknowledge receiving it. Now, that we are aware, we just want to correct this situation and move on. We want to stress to everyone that you are county employees, and you must comply with all county policies.

In the event you do not change your schedule or comply with other county policies, there will be consequences with these choices. Disciplinary actions are being discussed for failure to follow established work procedures and policies as mentioned in the personnel manual.

Please just reach out to us if you have any questions.

Fiscal

Kim Arden had submitted her report in the board packet and presented the following:

Kim shared the **Detailed Trial Balance** for the month ending June 30, 2024 – stating all transactions were accounted for and good. Linda Weber made a motion to accept the **Detailed Trail Balance** for the month ending June 30, 2024, as presented, seconded by Lisa Spillman. A roll call vote was called for approval. Motion passed.

Kim shared that resolution **2024-15 Current Expenses** has been updated from the board packet. There have been two runs in July and expenses are current through today. A motion was made by Lisa Spillman to accept resolution **2024-15 Current Expenses** as presented, seconded by Dr. Richcreek. A roll call vote was called for approval. Motion passed.

2024-15 Current Expenses

019-0100	Maternal and Child Health	847.90
020-0100	District Health	1,618.93
020-0500	Enhanced Operations 23	110.29
020-0801	Workforce Development Grant 23	
021-0100	Swimming Pools	
022-0100	WIC	985.09
024-0100	Private Water	19.88
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	10,995.00
132-0300	Public Health Emergency Preparedness	
	Total	\$14,577.09

Kim shared resolution **2024-16 Additional Appropriation Swimming Pools** stating she moved \$50 to the account to pay for remittance fees. A motion was made by Lisa Spillman to accept resolution **2024-16 Additional Appropriation Swimming Pools** as presented, seconded by Dr. Richcreek. A roll call vote was called for approval. Motion passed.

2024-16 Additional Appropriation Swimming Pools

Unappropriated Funds	To	State Remittances	021-0100-547000	50.00
			Total	\$50.00

Kim shared resolution **2024-17 Additional Appropriation Food** stating she moved \$500 to the account to pay for remittance fees for April – June. A motion was made by Linda Weber to accept resolution **2024-17 Additional Appropriation Food** as presented, seconded by Dr. Richcreek. A roll call vote was called for approval. Motion passed.

2024-17 Additional Appropriation Food

Unappropriated Funds	To	State Remittances	028-0100-547000	500.00
			Total	\$500.00

Kim shared a document in the packet that shows the quarterly update to staff pay outs for comp and vacation time to date.

Kim stated that two new cameras have now been installed outside the building to show all areas of parking and entrances to the building. All staff have ability to view cameras. Board asked if staff are feeling safe and comfortable with this. Directors stated no concerns.

Kim shared that there will be a new audit team for the 2023-2024 state audit. That team rotates every 10 years. There is a new contract for that work. Kim stated the 2022 audit is now final and she will send findings to the board via email.

Environmental

Zach Fanning had submitted his report in the board packet and presented the following:

Zach was not present for the board meeting with Jesse Christmas attending in his place. Jesse stated that Environmental Health Services (EHS) is approximately 36% done with food inspections for the year. He stated they are behind.

Jesse stated that Mobile Home Park inspections will start next month and that there should be a county jail inspection due in August/September.

Jesse shared that nuisance complaints have been on the rise with 9 this past week alone. This included trash, water, sewage, mice, and bee issues.

Linda stated that she feels it is time that EHS investigates the current fee schedule. She stated that work needs done to check into surrounding county's status and work to get the health district up to par. Don Wells started discussion with Jesse regarding a complaint this week with a sewage issue. The issue was brought to the attention of Jim Skelton from another township trustee who passed it to Don. Jesse shared he did tracer dye in one of the tanks today and will follow up. More discussion ensued with this particular concern. Discussion ensued about setting up a committee for EHS and a board member to work on these issues as well as state audit findings. There will be a committee appointed upon Zach's return.

Public Health Nursing

Tammy Smith had submitted her report in the board packet and presented the following:

Tammy shared that the Holmes County DON reach out to her and surrounding counties to set up a meeting to discuss the rise in Lyme disease cases. There is a meeting scheduled July 29. The Holmes County Epi will be responsible to collect the data. This is just beginning to unfold – plans will be discussed and shared at the upcoming meeting. This ensued with conversations around the need to continue more public education and prevention tactics such as was done the previous week on WTNS with Olivia, Zach and Tammy. Tammy shared that September 2, 2024 is the upcoming presentation with speaker Dr. Timothy McDermott that is open to the public. Tammy discussed in more detail about the removal, testing and symptoms associated with Lyme Disease as well as additional testing measures.

WIC

Brittany Taylor had submitted her report in the board packet and presented the following:

Brittany shared that WIC participants were up to 659 with the state baseline set at 650. She is hopeful to continue the trend going forward.

Brittany stated that WIC went to their first Farmer's Market of the season and passed out 35 coupon books to participants. She also gave kudos to Olivia for attending and the great information she passed along for tick education.

Brittany shared that the community shower Bloom with WIC is August 7, 2024. Kristin is getting great donations. It is open this year to all participants to the age of 5.

Brittany also shared that she and Kristin went to Kiwanis Wednesday. Brittany presented information about the WIC program. She stated discussion ensued around the lack of transportation and no maternal child delivery in the county and what kind of help is available.

PHEP & Accreditation

Stephanie Slifko had submitted her report in the board packet and presented the following:

Stephanie was not present for the board meeting. Debra shared that the team is continuing to work to look through the PHAB books for review as the prep continues for accreditation. This will set everyone up to be prepared to have discussion with accreditors.

Lisa Spillman shared that she met with Stephanie and that she (Stephanie) had a meeting with Anne Goon from the Public Health Service Council of Ohio (PHSCO). She is getting a proposal later this month to see the possibility of getting assistance with evaluating where the health district is in relation to being prepared for the accreditation survey. Lisa stated unsure of the cost or if needed at this stage, but more to come.

Health Commissioner

Debra Eppley had submitted items in the board packet and presented the following updates to the board:

Debra stated she had submitted two job descriptions for board approval:

First one being for WIC Director. A motion was made by Linda Weber to accept the **WIC Director job description** as presented, seconded by Dr. Richcreek. A roll call vote was called for approval. Motion passed.

Second one for Deputy Registrar/Clerk. A motion was made by Dr. Richcreek to accept the **Deputy Registrar job description** as presented, seconded by Linda Weber. A roll call vote was called for approval. Motion passed.

Debra had also presented two other job descriptions at the board meeting – **Health Commissioner** and **Fiscal Administrator** stating the addition of Human Resources (HR) verbiage added to them. This gives both roles accountability for HR responsibilities since there is no official HR within the health district at this time. Linda stated that another county member stated a concern with the posting for the current health commissioner verbiage. Debra stated that was a previous posting that was utilized per the board decision at the previous Special Meeting. Discussion was ensued to table both of those job descriptions until the next board meeting to allow more review. A motion was made by Lisa Spillman to table for next meeting, seconded by Dr. Richcreek. A roll call vote was called for approval. Motion passed.

Debra requested approval for Kim Arden to be officially appointed as Registrar since she (Debra) will be leaving the health district. A motion was made by Linda Weber, seconded by Dr. Richcreek. A roll call vote was called for approval. Motion passed.

Debra updated the board on the newest hire for Deputy Registrar/Clerk since there had been approval to hire between board meetings. The new member of the health district is McKenna Franks. She was hired at \$15.50/hour working 40 hours a week with a schedule of 7:30 a.m. – 4:00 p.m. with a half hour lunch.

Debra also stated that per the board packet, there was an insert the shared the National Association of Local Boards of Health as a resource for the board as well as an opportunity through Kent State for them to earn their continuing hours required for the board.

Health Educator

Olivia Elson was not present for the meeting. She submitted her report in the board packet for the board to view regarding her outreach for June. Deb shared that she (Olivia) has a Coffee with a Doc coming up Monday at Rust Décor.

Debra shared as Brittany had previously stated that Olivia attended the Farmer's Market and that she (Olivia) stated that it was the most Lyme disease education she had presented. The community was asking questions and engaged.

Debra also shared that the Pet Supply Drive is coming up in tandem with the Fire Department (FD). The FD will be passing out smoke alarms as Pet Fire Prevention is coming up and Olivia is providing a hot dog lunch for donors. There will also be tick information for pets given.

Old Business

No old business.

Miscellaneous

No miscellaneous topics.

Public Comment

No public comment.

Adjourn

Lisa Spillman made a motion to adjourn at 6:45 p.m., seconded by Linda Weber. Roll call vote was called for approval. Motion passed.

Don Wells

8-16-2024

Board President, Don Wells

Date

Board Secretary, Debra Eppley

Date

(Minutes were prepared by Debra Eppley)