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<b>FACILITATOR</b>
Kayla Johnson, Program Coordinator/Planner, Huron County Public Health (HCPH)
<b>PARTICIPANTS</b>
<ol style="list-style-type: none"><li>1. Kayla Johnson, Huron County Public Health</li><li>2. Aaron Osborn, City of Norwalk</li><li>3. Adam Boss, City of Norwalk</li><li>4. Kim Williams, City of Willard</li><li>5. Dave Ditz, Huron County Sheriff's Office</li><li>6. Rebecca Riley, Huron County Board of Developmental Disabilities</li><li>7. Michelle Montvilas- FTMC</li><li>8. Mindy Birkholz, GLCAP</li><li>9. Jim Oliver, GLCAP</li><li>10. Lynden Ramsey, Norwalk Parks and Recreation</li></ol>
<b>AGENDA</b>
<ul style="list-style-type: none"><li>❖ <b>Introductions</b><ul style="list-style-type: none"><li>• Roll Call</li><li>• New Coalition Member(s):<ul style="list-style-type: none"><li>◦ Danielle Smith, President of "Why Me"</li><li>◦ Adam Boss, General Services Department Superintendent, City of Norwalk</li></ul></li></ul></li><li>❖ <b>2023/24 Project Updates</b></li><li>❖ <b>2025 CHC Competitive Grant Application Updates</b><ul style="list-style-type: none"><li>• FY25 Selected Projects/Assessments (If awarded)</li><li>• Priority Communities</li></ul></li><li>❖ <b>Active Transportation (AT) Plan Tracker Updates</b></li><li>❖ <b>Huron County 4th Grade Conservation Day</b><ul style="list-style-type: none"><li>• "Wheels In Motion: Staying Safe on Your Bike"</li></ul></li><li>❖ <b>Huron County Fair 2024</b><ul style="list-style-type: none"><li>• Garden Seeds</li></ul></li><li>❖ <b>Group Discussion: Field Trip Updates</b><ul style="list-style-type: none"><li>• Coalition Bike Ride</li><li>• Coalition Avon Literacy Kitchen Center</li></ul></li><li>❖ <b>Group Sharing:</b><ul style="list-style-type: none"><li>• Feedback/Questions</li></ul></li></ul>
<b>MEETING MINUTES</b>



The Huron County Creating Healthy Communities Committee met on Wednesday, June 12, 2024, in-person for the 2024 Q2 Meeting. Kayla Johnson began the meeting at 9:31 AM. Kayla welcomed the committee members, started with roll call (10) total members were in attendance and reviewed the meeting agenda. There is no June newsletter as there was a coalition meeting.

**CHC REVIEW:**

Kayla welcomed new CHC members Danielle Smith, President of “Why Me” and Adam Boss, General Services Department Superintendent, City of Norwalk. Kayla reviewed 2024 CHC project updates with attending members per PPT slides as well as 2023 sustained project updates. She discussed the FY25 CHC Competitive Grant application requirements as well as the selected projects, assessments, and priority communities for FY25 per PPT slides. Kayla provided ATP tracker updates and presented a potential project for the City of Norwalk addressing crosswalk safety area per PPT slides. During the meeting, Kayla shared slides with members on her presentation at the Huron County Fairgrounds for the annual “4<sup>th</sup> Grade Conservation Day” where she presented on bicycle safety. In addition, Kayla provided 2024 Huron County Fair updates that included seed donations that will be available for free to the community this year. Lastly, a group discussion was held discussing updates for both the CHC Coalition Bike Ride and Avon Culinary Literacy center field trip per PPT slides.

**2024 PROJECT UPDATES:**

Norwalk Memorial Reservoir Trail Update (Adam Boss):

- The multi-use path has been completed. Final touches are underway by the City of Norwalk’s General Services Department to bring dirt to proper level around all side of the new path. Straw has been spread. Kayla collected final photos and will be working with the city to create and release a press release detailing the project’s community improvements. The City of Norwalk will not be hosting a ribbon cutting ceremony. Project will be promoted during the CHC Coalition bike ride at the end of June 2024. Kayla will conduct post-assessment by September 1, 2024.

Greenwich Playground Update (Kayla):

- The “Grand Slam” playground was installed near the baseball field at the Greenwich Reservoir. Kayla worked closely with the Greenwich Improvement Group and the Village of Greenwich through the entire process. Community involvement played a major role in the development of this project through surveys that allowed residents to vote for their favorite park enhancements and the new park name. Kayla collected the final photos. The ribbon cutting was set to take place during Greenwich’s “Summer Fun Day”. Kayla will collect post-assessment usage counts during the “Summer Fun Day” event.

**Commented [CS1]:** I deleted the 'plan' after ATP since the "P" in ATP stands for plan.





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Kiddie Land – Willard Update (Kim Williams):

- Project goals and timelines were established. All equipment, including an inclusive spinner has been ordered. Kim Williams with the City of Willard, Parks and Rec, collected pre-photos and provided them to Kayla. Ground break is set to begin sometime in late Fall.

**2023 SUSTAINED PROJECTS:**

Stokley Park – Norwalk

- Kayla met with Norwalk Parks and Rec and General Service team at the beginning of June to gather updates. Remaining equipment to be installed and post photos taken. (Adam Boss) stated that Norwalk General Service Department is addressing fence gap between residential fences. The Gaga Ball Pit will be addressed and installed later (Donation by local church, not CHC funds). The City of Norwalk will not be hosting a ribbon cutting ceremony. Kayla will collect final photos and will be working with the city to create and publish a press release detailing the project's community improvements. Kayla will conduct post-assessment by September 1, 2024.

Greenwich Reservoir Park – All-Huron County

- Remaining equipment to be installed and post-installment photos will be taken. The Village of Greenwich created a "Parks Committee." The GIG and the Greenwich Parks Committee are now working together to wrap up this sustained project. The Village has agreed to install the remaining equipment. The Greenwich Improvement Group and Village of Greenwich will not be hosting a ribbon cutting ceremony for this project. Kayla will collect final photos and work with the group and Village to create a press release in conjunction with the new FY24 Grand Slam playground detailing the project's community improvements. Kayla will conduct post-assessment by September 1, 2024.

City of Willard Park – Willard (Kim Williams): No Updates

- Need to remove old slide. This will likely turn into a green area.
- Slide will be installed next to the baseball fields- Fall 2024
- Kayla will work with Kim to plan a grand opening and press release with the 2024 Kiddie Land project.

Red Cap Park – Wakeman (All-Huron County)

- Kayla completed post-evaluation by collecting usage counts of the (2) benches and (2) bike racks that were installed at the beginning of FY24. Collected data was shared per PPT slides. This project has been completed.





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**ON-GOING SUSTAINED PROJECTS:**

Norwalk Nourishing Garden

- Plant-O-Gram completed. All plant and herb starters have been purchased and donated by Town and Country Garden Club- Special thanks to Lindsey Leber and her sister Nicole for their efforts.
- Plants and herbs have been planted.
- Seven-dust for pest control spread.
- Water spicket for garden was broke and replaced with CHC funds- \$190.46

**To Do:** *Kayla asked interested CHC members to reach out if they would like to help with creating signage materials for the garden.*

- (1) apple tree has died and will be replaced with either strawberries or blueberries.
- Metal stakes/gripping tape for tomato and tomatillos plants to be placed.
- Implement composting system for HCPH
- Signage materials for the garden
- Marking of the plants
- Ready/not-ready signs for produce
- Waterproof recipe box
- Create recipe cards with items available in the garden
- Fall indoor greenhouse to plant starter plants during in the off-season
- Starter plant trays

Willard Bikeshare Book-a-Bike Program

- Kim Williams is currently working to update and replace all pre-existing QR code decals. CHC Coordinator, Kayla Johnson is working to create directional signage on "How to Operate" both e-bikes and standard bikes in English and Spanish by end of June.
- Josh Martin with Excel Bikes in Norwalk has offered to partner and host a private, free training class for City of Willard maintenance workers on how to properly service the bikeshare bikes- Date June/July TBD
- Missing e-bike battery has been purchased and replaced.
- The E-bikes needed: new back tires, one missing the grips and one missing the kickstand. (Kim Williams) stated that all have been replaced.
- Bikes are now available for rent at the Huron County Willard Library.

**2025 COMPETITIVE GRANT APPLICATION:**

Members were reminded for the current fiscal year; the budget period has been shortened from 12 months to 9 months. The new competitive grant cycle (FY25) application was submitted at the end of April. A total of \$120,000 is being requested from the Ohio Department of Health (ODH) for Fiscal Year 2025.





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Notice of Award Announcement: September 1, 2024

If awarded, the first round of the next 5-year cycle would be effective 10/1/2024 – 9/30/2025.

#### **Application Requirements**

As part of the new CHC grant application, Kayla shared PPT slides detailing the grants requirements of selecting FY25, first year projects and priority communities in order to have a competitive application and to have a higher success of securing the initial funding for another 5-years for Huron county.

We were required to select and complete the following for each:

- **Assessment Selection:**
  - Healthy Eating Assessment
  - Active Living Assessment
- **Strategy (Project) Selection:**
  - Strategy #1: Healthy Eating PSE Strategy
  - Strategy #2: Active Living PSE Strategy
  - Strategy #3: Choose either a Healthy Eating, Active Living, or Overarching Strategy from the approved list.
- **Priority Community Selection:**
  - Must select a minimum of (1) based on previously mentioned factors.
  - Note: This can be changed after the first year of the grant cycle.

#### **Letters of Support**

As part of Huron County Public Health's efforts to secure continued funding for the Creating Healthy Communities (CHC) program, we were required to request a minimum of **(3)** "letters of support" from Huron County community partners for the application process, but the more letters of support we had, the stronger our application would be.

Kayla reviewed PPT slides detailing the CHC program's goal to continue improving access to healthy food and opportunities for active living within Huron County. She further expressed the importance of community partnerships as it is essential for creating healthier communities, preventing chronic diseases, and advancing public health efforts.

Interested partners were asked to write a brief letter expressing their endorsement for the Huron County, CHC grant during Q1. The letter needed to highlight the program's importance, relevance, and potential positive impact within Huron County. Partners were also given the opportunity to share any personal experiences or connections they have had with our cause.



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Requested letters from partners from the following fields: Disability inclusion, education, local government, food access/rescue, community organizing, planning, transportation, healthcare systems, and nonprofit organizations promoting healthy eating and/or active living.

Kayla was happy to announce that we exceeded the minimum requirement and received **(13) support letters of endorsement** that will significantly strengthen our grant application and enhance our chances of success. Below is the list of partners that provided support letters:

- **Norwalk Public Library**
- **City of Willard: Parks & Recreation**
- **Village of Monroeville**
- **City of Norwalk: Parks & Recreation**
- **City of Norwalk: Safety/Service Department**
- **Family & Children First Council**
- **Greenwich Improvement Group**
- **Great Lakes Community Action Partnership**
- **Huron County Board of Developmental Disabilities**
- **Huron County Sheriff's Office**
- **Norwalk Area Food Bank**
- **Enrichment Center for Huron County**
- **Town & Country Garden Club**

*Thank you all for your invaluable support in sending letters for the FY25 CHC Grant application!*

#### **Selected Priority Communities/ Projects/Assessments**

We carefully selected priority communities and FY25 projects based on their high Social Vulnerability Index (SVI) scores and factors outlined above. This alignment with grant requirements enhances our competitive chances of securing funding for another 5 years. Huron County has the potential to be awarded 12/15 points based on the selected projects and assessments for FY25. Our focus is on addressing high SVI areas in Huron County.

#### **Priority Community/Assessment Selection**

- All-Huron County**
- Willard**

- **Healthy Eating Assessment (All-Huron County):** In collaboration with community partners, including members of the Huron County CHC Coalition, as well as community members, HCPH will lead a county-wide healthy eating assessment to assess healthy eating in Huron County.
- **Active Living Assessment (Willard):** In collaboration with community partners, specifically including the City of Willard, Willard's Parks and Recreation department, Huron County CHC Coalition members serving the Willard area, and

community members, HCPH will also lead an active living assessment to assess active living efforts within Census Tracts 9162 and 9163 of Huron County (focused on the City of Willard).

#### **FY25 Strategy (Project) Selection**

- **Strategy #1: Healthy Eating PSE Strategy:**

*Norwalk Nourishing Garden (All- Huron County)*

- CHC was asked to sponsor a portion of the cost to expand HCPH on-site “Nourishing Huron County Community Garden” into currently unused space adjacent to the existing garden space.
- The cost of CHC sponsorship would be \$15,000.
- (Rebecca Riley)- It would be great to see maybe a cold frame garden created to allow a garden during the fall/winter timeframe.

- **Strategy #2: Active Living PSE Strategy:**

*Woodbine Park (Willard)*

- CHC funds to purchase an ADA compliant spinner and picnic table.
- The cost of CHC sponsorship would be \$11,000.

- **Strategy #3: Active Living PSE Strategy:**

*Greenwich Parks and Ballfields (All-Huron County)*

- CHC funds to purchase (5) hydration (water refill) stations.
- The cost of CHC sponsorship would be \$14,300.

Note: Projects located in lower point SVI areas are still eligible for project selection for the remaining 4 grant cycles.

Kayla thanked all partners that submitted and presented project ideas. If awarded, she encouraged everyone to re-submit project ideas for FY26. Multi-year projects are welcome.

(Rebecca Riley) expressed interest in future projects related to mental health and anxiety. Kayla confirmed that mental health has been included in the workplan for the new grant cycle, recognizing its impact on active living and healthy eating decisions. Additionally, Rebecca recommended reaching out to Sarah at Reach Our Youth (ROY) to explore potential partnerships for these projects.

#### **ACTIVE TRANSPORTATION PLAN TRACKER**

The ATP Tracker, established in 2023, serves as a county-wide active transportation plan tracking system for both infrastructure and non-infrastructure projects across Huron County. Kayla conducted a review of the ATP tracker with coalition members and incorporated their feedback to update the system. Going forward, Kayla will maintain communication with CHC members to provide ATP updates and conduct quarterly reviews during CHC meetings.





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Kayla discussed with members her vision of enhancing communication with community members by providing ATP updates. She proposes creating a spreadsheet to display these updates on the Huron County Public Health (HCPH) website alongside the existing plan. However, the timeline and specific details have not been set yet. Kayla intends to discuss this further during the Q3 meeting

#### **4<sup>TH</sup> GRADE CONSERVATION DAY**

During the month of May, Kayla, and her son Bryson Johnson, attended the 4th Grade Conservation Day event held annually at the Huron County Fairgrounds. She presented PPT slides detailing her opportunity to discuss bicycle safety. As schools were preparing for summer vacation, this was a perfect chance to teach our community's 4th graders about how to stay safe when cycling.

Kayla's presentation, titled "Wheels in Motion: Staying Safe on Your Bike", included the parts of a bicycle, how to do a safety inspection before riding, helmet safety, Ohio bicycle laws, how to safely share the road with other cyclists and motorists, and proper hand signals when cycling.

Huron County CHC partnered with Willard Mercy Hospital who donated (2) adult helmets that were used to demonstrate proper use and helmet fit check prior to a bicycle ride.

Goodie bags were handed out to students that included a "Bike Safety" Tag, and Bike Safety Poster Contest details. The winner will receive a gift certificate for a bike helmet, donated by Excel Bike Shop and a set of LED bike lights donated by CHC Coordinator, Kayla Johnson.

#### **HURON COUNTY FAIR 2024**

- Large amounts of leftover seeds from MARC's Department Stores are donated every year to the Cuyahoga County Board of Health. Kayla shared that HCPH reached out to once again to participate in this partnership after 2023 seed donation were such a huge success with community residence.
- (18) boxes in total, with approximately 500 seeds packets per box, were donated to HCPH for 2024.
- Community members will be able to select from a variety of FREE vegetables, herbs, and/or flower seeds.
- Seed storage tips will be available as a handout again this year as well.
- The seed stand that was donated by Norwalk TSC in 2023 was updated with HCPH branding by Kayla, and will be used again at the 2024 Huron County Fair.





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- All seeds are being stored in a temperature-controlled climate at HCPH until prepared for disbursement.

#### **GROUP DISCUSSION**

##### **Coalition Bike Ride**

- Date of ride: Sunday, June 23<sup>rd</sup>, 2024
- Time of Ride: Meet at Norwalk Reservoir at 7:30 AM (Main entrance by City Water Tower).
  - Rain Date- TBD
  - Waiver & photo release forms (***If you would like to attend, please notify Kayla ASAP to receive these forms.***)
- *Next Steps and Assignments*
  - Collect waiver & photo release forms to all participants by **06/20/2024**.
  - Create and send out agenda for ride.
  - Create name tags for ride day.
  - Riders must transport and supply their own bicycle and safety gear.
  - Task Delegation: Assign responsibilities (Sweep and Ride Leader).
  - Follow-Up Meeting: Schedule a follow-up meeting to discuss the ride outcome and experience.

##### **Avon Literacy Center Tour**

- Date of tour: Tuesday, June 25<sup>th</sup>, 2024
- Location of Tour: Avon Branch
  - 37485 Harvest Drive, Avon, OH 44011
- Member Meet Up: Members will be driving solo to and from tour location. Members will meet inside the main lobby 10 minutes prior to the tour start-time.
- Photo release form (***If you would like to attend, please notify Kayla ASAP to receive this form.***)
- *Next Steps and Assignments*
  - Send out photo release forms to all participants and collect prior to tour.
  - Create and send out an agenda for the tour to all participants.
  - Create name tags for tour day.
  - Collect photos.
  - Follow-Up Meeting: Schedule a follow-up meeting to discuss the tour's outcomes and experiences.
  - Discuss if tour met their goals and/or objectives.
  - Determine the next plan of action.

#### **DISCUSSION:**

- If awarded, new grant cycle will be starting October 1, 2024-September 30, 2029
- FY25 budget period is October 1, 2024-September 30, 2025





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**QUESTIONS/COMMENTS:**

No additional comment or questions, meeting adjourned approximately at 10:21 AM.

**ACTION ITEMS/UPCOMING EVENTS:**

- Kayla will be offering a virtual Microsoft Teams option for the final Q3 CHC meeting to allow members a way to participate if they are unable to make it in person. Link has been added to calendar invite.

**Q3 Meeting:** Wednesday, September 11, 2024, 9:30 AM – 11:30 AM

**\*NOTE: This will be the final meeting of the current 5-year grant cycle.**

