



Board of Health

Minutes

November 16, 2021

Call to Order – The November 16, 2021, board meeting was held with in-person attendance as well as the option to attend virtually. President Neisha Grubaugh called the meeting to order at 5:30 PM.

Members in attendance were Dr. Scarpitti, Mr. Larry Arnold, Mr. Larry Friesel, Mrs. Neisha Grubaugh, Mr. Gary Wood, Mrs. Carole Wachtel, Mrs. Shelly Ellis, and Mrs. Kathy Wyatt.

Members not in attendance were Mrs. Mary Billy, Mr. John Wetmore, and Mrs. Chicky Dyer.

The Pledge of Allegiance was recited.

Adoption of the Agenda: Dr. Scarpitti made a motion to approve the meeting agenda. Second by Mr. Larry Arnold, motion approved.

Approval of Minutes: Dr. Scarpitti made a motion to approve the October 19, 2021, meeting minutes. Second by Mrs. Kathy Wyatt. Mrs. Carole Wachtel abstained, motion approved.

Introduction of New Staff: Public Health Nurse, Angela Patton was introduced to the board. Angela has already proven herself to be a contributing member of our nursing team and has jumped right in on helping with Covid vaccine administration.

Public Comment: Barb Lechner of Granville, Ohio addressed the board.

Hearings and Variances:

- a. Hearing to Consider Proposed Mobile Food Service Operation (FSO) and Mobile Retail Food Establishment (RFE) Fee. The fee is being proposed to be lowered from \$139.00 to \$41.19 based on the 2021 Food Safety Program Cost Analysis provided to the Ohio Department of Health and the Ohio Department of Agriculture. The Cost Analysis is conducted annually as required in Ohio Administrative Code Rules 3701-21-02.2 and 901:3-4-04. A notice for the hearing was provided to all Mobile FSO and RFE operators in accordance with Ohio Revised Code Section 3717.25 on October 21, 2021. There were no operators or members of the public present at the hearing.

Dr. Scarpitti motioned to approve the revised fee as proposed. Mrs. Carole Wachtel second the motion. Motion approved.

Commissioner Brown introduced new Interim Environmental Health Director, Scott Morris who is covering the director duties and continuing to work in the field. Mr. Morris

presented the following variances:

- b. Variance Request for 5838 Mount Vernon Road, Newark for an HSTS installation in a Flood Plain for a replacement system, which is also a WPCLF job. The site presents few options because the entire parcel is in a flood plain. Morris recommended approval of the variance with the following conditions: 1) the tank be secured in accordance with the manufacturer's recommendations when it is installed. 2) the property owner receives approval from the Licking County Planning Commission to disturb the flood plain and install the system.

Mr. Larry Friesel motion to approve the variance with the stated conditions, Mrs. Carole Wachtel second. Motion Approved

- c. Variance Request for 1061 Stewart Road, Newark for an HSTS Distance Requirement. The system would have to be installed with an encroachment to on the ten (10) foot distance requirement to the driveway. No other options exist on the lot.

Mr. Gary Wood motioned to approve, second by Mrs. Kathy Wyatt, motion passed.

- d. Variance Request for 4453 Brownsville Road, Newark for a replacement system on a small lot. The soil report was indicated a leaching system can be installed on the property, but the system could not meet the minimum trench length on contour requirement due to the lot size. The reduce length requirement was the best option versus an off-lot discharge. The system still meets the square footage requirement.

Mrs. Carole Wachtel motioned to approve, second by Mrs. Kathy Wyatt. Motion approved.

Community and Personal Health Report – Director of Community and Personal Health, Mrs. Kari Kennedy provided an update on the Long-Term Care facilities pertaining to Covid case management. Most local facilities are doing well and have little to no cases. Newark Care and Rehab is the only recent facility that currently has a higher number of cases. Kennedy indicated that the cases probably initiate from residents coming and going to the facility and being exposed at off-site locations and then spreads through expose related to room sharing. The facility completes testing on residents and staff frequently. Despite the positive cases, most are asymptomatic or have mild symptoms and most residents are vaccinated as well. From a communicable disease standpoint, several enteric diseases were reported, which do not have a common link, and we have not been able to contact some of these cases. The campylobacter case did end up passing away, as the individual went into organ failure. It is unknown if the individual had underlying health conditions. We are still actively following 3 TB cases and they are all doing well. We are following another possible case



in addition to the three confirmed cases. Kennedy reported that on the Covid vaccination front, we are still seeing a high number of walk-in clients, and saw about 200 clients last Friday. We are currently offering walk-ins from 8-12 and 2 – 4 which allows nursing staff to get lunch breaks and conduct other, non-covid related work. Mrs. Kennedy advised that she will be onboarding a new nurse in December as well. Dr. Scarpitti commented on a decrease in the Chlamydia and Gonorrhea cases and an increase in Syphilis which appears to be a national trend. Mrs. Shelly Ellis inquired about Flu Vaccines, and Kari indicated that walk-ins continue every day, but most of our vaccine traffic continues to be for the Covid vaccine.

Environmental Report and Health and Preparedness Report – Interim

Environmental Health Director, Mr. Scott Morris advised that he continues to work in the field and is incorporating director duties and getting up to speed with those tasks in his new role. Morris expressed thanks to the board for appointing him to the position. Morris advised that he has five interviews scheduled to hire a replacement Sanitarian to fill the role he vacated. The Sunset Inn does not have much of an update this month. The Rivers Edge Grill appears to be doing well, and some new facilities will be opening soon. From a Sewage standpoint, the WPCLF grant has been completed for the year and a notice of award for 2022 will be forthcoming. The program continues to have a positive response. Sanitarian Chris Hill along with Mr. Morris are ahead on their 12 month HSTS follow up inspections and they are starting to see a slow down in permit requests with the weather turning colder. He advised the Mohammad Khan is finishing up on the Solid Waste inspections and that Director Morris is working with Chris Price to be introduced to the plumbing program and work on some contractor issues. Commissioner Brown advised that Scott took over the WPCLF grant program over a year ago and continues to excel at managing the project, and Chris Price manages the plumbing program very well. Dr. Scarpitti asked about the catalytic converter issue and Chad advised that we have not had any more theft issues after a recent newspaper article.

Maternal and Child Health Report: Maternal and Child Health Director, Mr. Todd Kirkpatrick advised that things are going well in WIC even as they share their waiting room on Monday, Wednesday and Friday with the Covid Vaccine Walk-In clinics. They are back off and running from a performance management standpoint so that staff can identify their performance. WIC launched a new program today to follow up with breastfeeding mothers via text to promote breastfeeding tips and the service can be utilized for other Women's Health related services as well. Those who receive the message do have the option to opt out if they choose. Our Breastfeeding peer, Robin Hoops is very excited to get this program started. Early Head Start continues to operate and Leads Head Start is working to fill multiple vacancies. He advised the Rachel Woods' grants, which include the Cribs for Kids grant, has changed their pack and play reimbursement and receipt process, and our regional grant currently has about four in their possession total. We believe the disbursement issue is linked to a funding hold up at the state level, and not being able to send kits down to the local level. We are



maintaining a double-digit waitlist for those are who are in need of them. We have several families that will be welcoming their children in the coming weeks, who may have an immediate need. After discussion it was determined that the general fund would be used to purchase kits for the most at risk families on the waiting list to get us through in the time being to aid in the safe sleep initiative.

Health Promotion Report: Health Promotion Director, Mrs. Ashley See advised that in October her division had a car seat check event at the Indian Mound Mall and checked multiple seats in a three-hour timeframe. In addition, her team helped with the Drug Take Back Day and collected 676 pounds of pills and had 135 pounds of sharps dropped off as well. LMH was not anticipating that high of a number of sharps to come through. Mr. Larry Arnold inquired about how drugs are disposed of, and Ashley advised that we register with the DEA to hold the event, and then take the medication to an authorized incinerator by law enforcement following the event. Each take back facility must have an officer at each site. Director See advised that the DEA instructs us to wear gloves, but not other face guards. She also advised that the Health Education institute had a conference on site versus going off site like they had in years past. Coming in December is a mobile mammography unit offered through funding by the Licking County Foundation. It will be at the Canal Market District on December 2. The Health Education team continues to receive voicemails about vaccines as well as quarantine and isolation guidance. Mrs. See advised that Health Education Manager, Carrie McKee is resigning and her last day will be December 10 as she is choosing to be a stay-at-home mom. Dr. Scarpitti inquired about the Drug Overdose packets. Ashley advised that the September, October and November data is not updated as it pends toxicology from the coroner's office. The map now outlines yearly data, but also outlines monthly data as well, to provide a more incremental data review. Commissioner Brown feels that some of the hold up with a more complete data set is funding that is tied up at the state level because of a pending budget revision, which will enable us to incentivize partners who had agreed to help with the Overdose Mapping Project.

Administrative Division Report: Administrative Services Director, Anna Wollenburg advised that the Independent State Audit has been completed and advised that we will work to avoid paying credit card interest in years coming, and try to follow more closely with the guidelines established for federal dollars being recognized as Special Revenue. The final report should be released around November 23. Director Wollenburg advised that we have been awarded almost \$3,000,000 in Covid related grant funding, and have spent 91% of those funds, with nearly 67% of those funds offsetting salary expense. In addition, we decided to pursue reimbursement for vaccine administration early on, which has helped offset the cost of operating mass vaccination clinics. To date, we have received \$764,302 in vaccine administrated reimbursement. Mrs. Neisha Grubaugh inquired about how much of those funds are tied to reimbursement for uninsured individuals which reflects \$16,064.35, suggesting that most of the vaccine population that we have administered to has some form of insurance protection. Director Wollenburg advised that the Vital Statistics and Environmental Health Clerical duties



being combined does not seem to be working as well as we had hoped. The EH duties tend to be more complex, but the demand for Birth and Death certificates remains high enough that it makes it difficult to focus on a more tedious task. In the month of October, we issued 517 birth certificates via walk-in traffic. Front Office Clerk, Amanda King started last Monday, but has had a snag with childcare and sick children and should be introduced to the board at the December meeting. We are eager to get her fully trained and feel she will be an asset to the team.

Health Commissioner Report: Health Commissioner, Mr. Chad Brown advised that the bathroom remodel has started, and the final product looks great. A plan has been made to complete the floors in the WIC waiting room and the WIC clinic at a total cost of about \$4,000. We continue to look at replacing the camera system with the American Recovery Act funding with the County Commissioners as there are some blind spots on the interior as well as the exterior of the building. We are conducting interviews for the Public Information Officer position and have some promising candidates. The Emergency Response Coordinator was here for a week and decided to transition back to his previous type of employment. Chad advised that he had a call with Kay Spergel, with Mental Health Recovery for Licking and Knox Counties, to discuss funding from OHMAS that will establish a support system for a strike force team that should help with overdoses in the county, but the exact flow of the funding is not clear at this time. Commissioner Brown advised he met with a representative from the League of Women Voters following a letter received indicating the group would be sending observers to our board meetings. The meeting went very well, and the observers should start attending meetings at any time. Brown indicated he received additional letter was sent by the group to LCHD and the members of the District Advisory Council regarding the DAC establishing bylaws and changing its process for selecting board members. He indicated that he is willing to work with the DAC if they would like to make any changes. He also advised that ODH is providing us with a free epidemiologist who just graduated from college and is eager to begin working. She will be working remotely on some data analysis projects. From a COVID standpoint, Chad advised that the vaccines for 5-11 are starting to unfold, and we will begin offering clinics at several off-site locations and host a group at LCHD. Individuals who are interested in these vaccines are using the LCHD online registration system. The nursing staff continues to do an excellent job on getting vaccines administered. The school quarantine guidance change that was adopted by the Board in September has now been adopted by ODH. We have not identified an increase in COVID cases in our schools as a result of the change. This data will continue to be analyzed, and additional changes may be proposed based on the data. Brown advised that the new ODH Director is more than willing to meet with members of our Board, but his schedule does not currently allow for it due to the kickoff of the vaccine for 5-11 and the upcoming Pfizer Therapeutic drug release. Mrs. Shelly Ellis inquired about how the lease with Lower Lights is going. We continue to hear great feedback about their facility in other counties and have not received any negative feedback here. Mrs. Neisha Grubaugh inquired about the workshop for the Sewage



Contractors and Installers to obtain their CEUs and Chad advised that we do plan to offer something so that their CEUs can be fulfilled.

Financial Reports and Bills -The financial reports were presented to the board and discussed.

The October LCHD Financial Reports were approved on a motion by Mrs. Carole Wachtel second by Mrs. Shelly Ellis, all members voted yea, motion approved.

The October LCHD Bills were presented and discussed. The bills were approved on a motion by Mrs. Carole Wachtel second by Mr. Larry Friesel. There was some discussion about an expense for Fujitec and for Quadient. Director Wollenburg advised that Fujitec is for the elevator updates, and Quadient is for our postage machine. All members voted yea, motion approved.

The 2020 Independent Audit was presented to the board for review and approval. All board members received the review via email from the audit team. Director Wollenburg discussed the outcome under the Administrative Division Report. Dr Scarpitti motioned to approve the audit report, with Mr. Gary Wood second. Motion approved.

Commissioner Brown presented and reviewed the 2022 Budget for all LCHD funds. Dr. Scarpitti motioned to approve, Mr. Larry Arnold Second. Motion Approved. Commissioner Brown and Director Wollenburg will present the budget to the county Budget Commission in December.

Commissioner Brown presented a Fee Schedule Update as Medicaid recently raised the reimbursement rate to \$100 per dose for COVID vaccinations. Mrs. Carole Wachtel motioned to approve, Mrs. Shelly Ellis second, motion approved.

Resolution 2021-79 was presented to the board for fund re-appropriation in the general Fund. Mr. Larry Friesel motioned to approve, Second by Mrs. Kathy Wyatt. Motion approved.

Resolution 2021-80 was presented to the board for fund re-appropriation in the Private Water System Fund. Mrs. Carole Wachtel motioned to approve, second by Dr. Scarpitti. Motion approved.

Resolution 2021-81 was presented to the board for fund re-appropriation in the Food Safety Fund. Mrs. Shelly Ellis motioned to approve. Second by Mrs. Kathy Wyatt. Motion passed.

Resolution 2021-82 was presented to the board for fund re-appropriation in the Sewage Fund. Mr. Larry Arnold motioned to approved, second by Dr. Sacrpitti. Motion passed.



Resolutions 2021-83,84,85,86,87,88, were presented to the board for request to reimburse the general fund from other funds as approved in the 2021 budget. These reimbursement requests were approved as a group. Mrs. Carole Wachtel motioned to approve, second by Mrs. Kathy Wyatt. Motion Passed.

Resolution 2021-89 was presented to the board for appropriation of funds in the Swimming Pool Fund to move funds to the State Remittance line due to a late renewal. Mr. Gary Wood motioned to approve, second by Dr. Scarpitti. Motion passed.

Contract Agreements:

Resolution 2021-90 was presented to the board to enter into an agreement with the Licking County Board of Commissioners for the Building Code Office Lease Space. Mrs. Shelly Ellis motion to approve, second by Mrs. Carole Wachtel. Motion passed.

Resolution 2021-91 was presented to the board to enter into an agreement with the CFLP Solid Waste District Office Lease Space. Dr Scarpitti motioned to approved, second by Mr. Gary Wood. Motion passed.

Resolution 2021-92 was presented to the board to enter into an agreement with the Day Reporting Program for Naloxone distribution. Mrs. Carole Wachtel motioned to approve, Mrs. Shelly Ellis second. Motion approved.

Resolution 2021-93 was presented to the board to enter into an agreement with the Mattingly Landscape Service to provide snow removal services for the LCHD Facility. Mrs. Shelly Ellis motioned to approve, Second by Mrs. Carole Wachtel. Motion passed.

Resolution 2021-94, 95 and 85 were presented to the board to enter into an agreement with the Crawford, Knox and Franklin County Public Health for the Radon Grant. Mrs. Kathy Wyatt motioned to approve, second by Mr. Larry Friesel. Motion passed.

Executive Session: A motion was made by Dr. Scarpitti and seconded by Mrs. Shelly Ellis to enter Executive Sessions to consider the Appointment, Employment, Dismissal, Discipline, Promotion, Demotion or Compensation of a Public Employee. A roll call vote was conducted.

Dr. Scarpitti:	Yes
Mr. Larry Arnold:	Yes
Mr. Larry Friesel:	Yes
Mrs. Neisha Grubaugh:	Yes
Mr. Gary Wood:	Yes
Mrs. Carole Wachtel:	Yes
Mrs. Shelly Ellis:	Yes
Mrs. Kathy Wyatt:	Yes



The board entered Executive Session at: 7:24 PM
The board returned from Executive Session at 8:05 PM.

No action was taken as a result the executive session.

Personnel:

Dr. Scarpitti made a motion to accept the resignations presented for Olivia Biggs PIO, Carrie McKee, Health Education Manager and Cody DeVault, Emergency Response Coordinator. Mr. Larry Friesel second, motion passed.

Mrs. Shelly Ellis made a motion to authorize the hiring of a Public Information Officer, Health Educator, and Emergency Response Coordinator, second by Mrs. Kathy Wyatt. Motion passed.

Board member comments:

The board asked to revise the date of the December meeting so that it did not fall on the same week as Christmas.

The next scheduled meeting of the Licking County Board of Health will be held at 5:30 PM on Tuesday, December 14, 2021.

The Licking County Board of Health was adjourned at 8:08 PM on a motion by Dr. Scarpitti, second by Mr. Gary Wood, motion approved.

Meeting adjourned.

Approved:

Three handwritten signatures are shown in blue ink. The first signature is for Neisha Grubaugh, the second for Chad Brown, and the third for Anna Wollenburg. Each signature is written over a horizontal line.

Neisha Grubaugh, Board President

Chad Brown, Health Commissioner

Anna Wollenburg, Administrative Director