



**Board of Health**

**Minutes**

**December 14, 2021**

**Call to Order** – The December 14, 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: Mrs. Mary Billy, Mr. John Wetmore, Mr. Larry Arnold, Mr. Larry Friesel, Mrs. Neisha Grubaugh, Mr. Gary Wood, Mrs. Carole Wachtel, Mrs. Shelly Ellis, Mrs. Kathy Wyatt.

The Pledge of Allegiance was recited.

**Adoption of the Agenda:** Mrs. Carole Wachtel made a motion to approve the meeting agenda. Second by Mrs. Shelly Ellis, motion approved. Mrs. Mary Billy and Mr. John Wetmore abstained.

**Approval of Minutes:** Mr. Larry Friesel made a motion to approve the November 16, 2021, meeting minutes. Second by, Mr. Gary Wood, motion approved.

**Introduction of New Staff:** Health Commissioner, Mr. Chad Brown introduced new staff to the board. Mrs. Katie Beaver began as PIO on December 6 along with Ms. Natalie Culp who is a Fiscal Clerk. Mr. Thomas Weigand began on December 13 as an Environmental Health Specialist, along with Ms. Jordan Bell, Health Educator.

**Public Comment:** None.

**Hearings and Variances:** None.

**Community and Personal Health Report** – Director of Community and Personal Health, Mrs. Kari Kennedy advised that her staff continues to administer vaccines on a walk-in basis and via scheduled clinics for 5- to 11-year-old children at offsite locations. The attendance of these clinics varies depending on the site. Most of our walk-in vaccines are booster doses and average about 100 per day. Our staff has conducted clinics in each of the school districts in the county, and we are now conducting 2<sup>nd</sup> dose clinics in these locations. Kennedy advised that an announcement was made last Friday that would allow individuals ages 12-15 to be eligible for a third dose. She reported that new nurse, Mrs. Angela Patton has done a wonderful job, and she will have another new nurse beginning Monday, December 20 to return their team to full staff. Covid continues to offer the highest number of cases among the communicable diseases reported in the county. A Mumps case was identified in a 58-year-old male, who had not been vaccinated. Board member, Mrs. Kathy Wyatt inquired about a comment we received about staff not wearing masks during vaccine administration. Health Commissioner Brown advised that we have not required staff to wear masks in the building, and our nursing staff is fully vaccinated. We have been reluctant to require



masking among staff to avoid negatively affecting morale among the staff who has been working a high number of hours for the past 2 years. Overall, we spend less than two minutes on average with those who come in to receive a vaccine. Board member Mrs. Shelly Ellis inquired about reactions following third doses, and Director Kennedy advised that most individuals do not have a reaction, but it seems that Moderna has a higher reaction rate but varies among individuals.

**Environmental Report and Health and Preparedness Report – Interim**

Environmental Health Director, Mr. Scott Morris advised that we have made some clerical changes and Lisa Kitchen is now training with Krista Frenton in the Environmental Health division and moved back to the EH office rather than doing EH work in the Vital Statistics area. Mr. Morris advised that we have been following up with The Sunset Inn and have observed mouse droppings again. We have been dealing with this issue for over a year. Morris asked the board what their thoughts are on the situation and advised that Food Safety Manager, Greg Chumney has not received much cooperation from the exterminator in respect to providing detailed reports of their visits to the location. Health Commissioner Brown advised that if there is a clear and present danger, he can suspend their license as an emergency, and they have the right to appeal the case with a hearing before the board, but they are only in compliance when they get to the last straw. He believes we should move forward with some type of suspension with a deadline and action plan that includes a report from a licensed pesticide applicator. After some discussion, it was decided that we would allow one more opportunity, and then proceed with the afore mentioned plan. Director Morris advised that we have had two administrative reviews with other locations. One location was for fruit fly issues, and an action plan was sent in prior to their meeting. The other business provides meals to professional teams on airplanes but has had a continuous maggot issue in packaged food with the observance of moth larvae present. Again, the issue is not excessive, but still present. This facility will have some follow up inspection before moving forward to a more stringent plan. Morris advised that there is a sewage workshop scheduled for this Friday which he and Commissioner Brown will speak during the event, as well as another presenter. He advised that renewals for various programs are coming in and we are processing those as quickly as we can. We continue to look for a back-up for Plumbing Program Manager, Chris Price and Solid Waste Inspector, Mohammad Kahn is done with this Solid Waste Hauler inspections. We have two surveys scheduled for next week and have already had an intern reach out to us and express interest in the Summer Mosquito spraying program.

**Maternal and Child Health Report:** Maternal and Child Health Director, Mr. Todd Kirkpatrick advised that federal WIC authorized an increased allowance of fruits and vegetables, but we have not yet rolled this out to our families due to system functionality and limitation issues. Several program directors across the state are meeting with state WIC to discuss the issues that they are experiencing with their system. He advised that they have seen some formula availability issues and have found problems to range from shipping problems to supplier issues. We have been able to find solutions for most



families but did have to send some families back to have a conversation with the pediatrician for a different recommendation. Last month, they purchased ten additional cribs and Rachel Woods distributed them and feels that those with the greatest need have one, and we should be receiving a delivery of more cribs in early January. Rachel has also been working on a program to bring a Nepali native who has received our services to help our staff better understand the culture and they are eager to visit with them as well. Early Head Start was given a mask mandate from the federal government at the beginning of the month, and we are awaiting final guidance from the local Leads facility. The guidance indicated anyone should wear a mask if they are over age two, despite it being in their own home. We have not yet seen any families to withdraw from the program. Board member, Mr. John Wetmore inquired about who would enforce the mandate, and Todd advised that he assumes our staff, but we have not received official guidance, nor do we have any authority to enforce the mandate.

**Health Promotion Report:** Health Promotion Director, Mrs. Ashley See advised that we welcomed a new health educator, Jordan Bell who will be taking over the Drug Overdose Prevention program and existing staff member, Bri Bretzfelder will be taking over the Creating Healthy Communities program in Carrie McKee's separation from service. Jordan will be working closely with Logan and met with Bri to discuss the program in depth. Director See updated the board on the mobile mammography unit on Thursday December 2. They served 14 people that day and she was able to visit while they were on site at the Canal Market. This was paid for by funds received from the Licking County Foundation. National Radon Action month will take place in January, and we will promote Radon prevention on several platforms. Mrs. See advised that LCHD is still receiving calls about covid and return about 26 voicemails per day with a slight uptick in the past week. She advised that they are answering a lot of the same questions about testing and test kits as well as positive case documentation and loss of vaccine cards. We made a Facebook post about FAQs to help curb the calls. We may put out an additional press release to try and capture the public from a different avenue other than social media. Ashley advised that the Covid calls are typically returned by Ashley, Bri and Kirsten so that new staff can learn their programs. Director See and Commissioner Brown brought the PDOP Report up and advised that they tried to streamline the report. Mr. Wetmore inquired about fentanyl test strips being viewed as drug paraphernalia and Commissioner Brown advised that there is a pending bill that should declassify these and allow us to distribute again. Director See also advised that she clarified with Dr. Lee about accidental overdoses, and he advised that it is deemed through deeper investigation and typically has to be coupled with apparent evidence such as a letter to be deemed a suicide.

**Administrative Services Report:** Director of Administrative Services, Mrs. Anna Wollenburg advised that the Vital Statistics Office has slowed down slightly, but we still averaged one birth certificate order per half hour during the month of November. Covid Medical billing continues to be very busy, and new clerk, Natalie Culp has been helping Cindy Carpenter with posting and other data entry. Many other departments have



pitched on to help with data entry as well which ensure that we will be able to bill for the administration of vaccines. Director Wollenburg advised that we are waiting on a notice of award for more Covid grant funding which should come in January. Anna advised that the EH and Front Office split does seem to allow more peace between the two departments and seems to be less chaotic. Beyond daily operations, Wollenburg advised that her staff has been working to conclude the year's financial reports in preparation for the new year and aiding on the onboarding of new staff.

**Health Commissioner Report:** Health Commissioner, Mr. Chad Brown advised that we are bringing on new staff and he believes that is a testament to the work we did with the pay scale, and he sees other departments continue to do the same. He advised that Ollie and Justin have the restroom update project completed and we have some additional flooring projects that we will be moving forward with. Brown advised that he and Justin had met with Enterprise to conduct fleet management review services, but he was concerned with the potential cost to the agency. He and Justin will be working to evaluate our fleet and dispose of vehicles we do not use. Chad advised that we will be submitting a request for Recovery Act funds for lost time, the security upgrades to the lobby and basement entrance, updates to our camera system and some remaining elevator upgrades. With the additional Covid funding, Chad is hoping to obtain a mobile clinic for vaccinations but has had difficulty getting approval from our funders. Chad updated the board on a MAC program audit that was being conducted and reported that we will owe about \$16,000 back to the program which will be adjusted on our next payment. From a Covid standpoint, Chad advised that the Omicron variant is present in Central Ohio and explained that the symptoms are less severe but more contagious and we anticipate a higher case count in January, partially due to the holidays, but is hopeful that it will be less severe than in the past. Chad advised that several months back we had identified an issue with LMH's case reporting due to a change in their electronic medical record several months ago. The state has worked with LMH but found out that the information would be uploaded to the state's database today, and we could anticipate seeing the increased number of closed cases in the coming weeks. There will not be an increase in the number of deaths reported as a result of the uploaded data. Commissioner Brown outlined the covid related data to the board and advised that some parents are asking for the masking and distancing requirement to be reduced but Chad did not feel comfortable changing this guidance because the case data does not support it and he would like to revisit in January. Chad also provided a chart demonstrating the cases per day since the beginning of the pandemic. Chad answered a question previously posed by Dr. Scarpitti about positive cases that experience symptoms. Nearly 73% of cases in ODRS were not marked in relation to their experience of symptoms. Of the reported cases that had reported symptoms, 93% of cases were symptomatic. Mr. John Wetmore inquired about potential federal funding for harm reduction and if there are any updates. Chad advised the only funding he is aware of is from the National Association of County and City Health Officials and it is earmarked to study the effectiveness of syringe exchange programs.



Mr. Larry Arnold exited the meeting at 7:02 PM and abstained from the forthcoming motions and approvals.

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

*NW. 2021 aw*  
The ~~January~~ LCHD Financial Reports were approved on a motion by Mrs. Carole Wachtel, second by Mrs. Kathy Wyatt, all members voted yea, motion approved.

*NW. 2021 aw*  
The ~~January~~ LCHD Bills were presented and discussed. Mrs. Mary Billy inquired about the vendor, SunTrol and Chad advised this was the vendor for the bullet proof film installed as part of our security upgrade. In addition, she inquired about De Lage Landen Financial services which Director Wollenburg advised was for the lease of our copiers. The bills were approved on a motion by Mrs. Kathy Wyatt second by Mrs. Shelly Ellis, all members voted yea, motion approved.

*2021-97 aw*  
Resolution ~~201-97~~ was presented to the board for the re-appropriation of funds in the 6002 Fund.

Mrs. Carole Wachtel made a motion to approve, second by Mr. John Wetmore, all members voting yea.

Resolution 2021-98 was presented to the board to approve a re-appropriation of funds in the WIC fund to cover a shortfall in the salary line. Mr. Gary Wood made a motion to approve, second by Mrs. Mary Billy, all members voting yea

Resolution 2021-99 was presented to the board to approve the re-appropriation of monies that was mistakenly moved between the wrong lines in the 6014 fund and this request would fix the error.

Mrs. Carole Wachtel made a motion to approve, second by Mrs. Kathy Wyatt all members voting yea

Resolution 2021-100 was presented to the board to approve a reimbursement request from the 6018 Body Art fund to the 6003 General fund.

Mr. Larry Friesel made a motion to approve, second by Mrs. Shelly Ellis, all members voting yea

### **Contract Agreements:**

Resolution 2021-101 was presented to the board to approve the contract between LCHD and Primary Solutions, which provides a software that the agency uses for financial record keeping. The contract was for \$6,092.00 for the 2022 year.

Mrs. Carole Wachtel made a motion to approve, second by Mr. Larry Friesel, all members voting yea



Resolution 2021-102 was presented to the board to approve the contract between LCHD and Licking County Records and Archives, which would provide shredding and record retention services to the agency. The fee schedule for services was outlined and the total cost would vary depending on the amount of services utilized.

Mrs. Shelly Ellis made a motion to approve, second by Mrs. Kathy Wyatt, all members voting yea

Resolution 2021-103 was presented to the board to approve the contract between LCHD and MAC, which would allow LCHD to participate the MAC time study programs.

Mrs. Mary Billy made a motion to approve, second by Mrs. Carole Wachtel all members voting yea.

Resolution 2021-104 was presented to the board to allow Commissioner Brown financial authority to make contracts, transfers, certifications and changes to appropriation as necessary which would then be ratified by the board.

Mr. Gary Wood made a motion to approve, second by Mrs. Carole Wachtel, all members voting yea.

**Executive Session:**

A motion was made by Mrs. Carole Wachtel and seconded by Mrs. Kathy Wyatt 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.

Mrs. Mary Billy:	Yes
Mr. John Wetmore:	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 7:13 PM.  
The board returned from Executive Session at 8:27 PM

**Personnel:** Mrs. Mary Billy made a motion to approve the 2022 Compensation Plan with an addendum. The motion was seconded by Mrs. Kathy Wyatt. All members voting yea, motion passed.



Mrs. Carole Wachtel motioned to approve Chad Brown's out of state travel request, second by Mrs. Gary Wood. All members voting yea, motion passed.

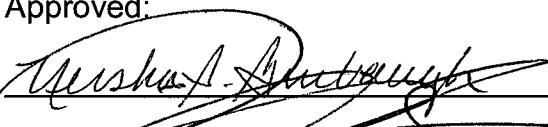
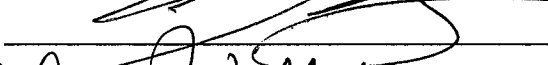
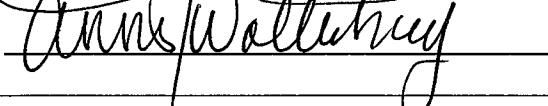
**Board member comments:**

Mrs. Shelly Ellis expressed thanks to the LCHD Staff for all they have endured and continue to do every day which was echoed by other board of health members.

The next scheduled meeting of the Licking County Board of Health will be held at 5:30 PM on Tuesday, January 18, 2021

The Licking County Board of Health was adjourned at 8:30 PM on a motion by Mrs. Mary Billy, Mr. John Wetmore second, motion approved.

Meeting adjourned.

Approved:	
	Neisha Grubaugh, Board President
	Chad Brown, Health Commissioner
	Anna Wollenburg, Administrative Director.

