



Board of Health

Minutes

January 18, 2022

Call to Order – The January 18, 2022, board meeting was held with in-person attendance. President Neisha Grubaugh called the meeting to order at 5:30 PM.

Members in attendance were Dr. Scarpitti, Mrs. Mary Billy, Mr. John Wetmore, Mr. Larry Friesel, Mrs. Neisha Grubaugh, Mrs. Carole Wachtel, Mrs. Shelly Ellis, and Mrs. Kathy Wyatt. Those not in attendance were Mr. Larry Arnold, Mr. Gary Wood, and Dr. Chicky Dyer.

The Pledge of Allegiance was recited.

Adoption of the Agenda: Dr. Scarpitti made a motion to approve the meeting agenda as amended. Second by Mrs. Kathy Wyatt. Motion approved.

Approval of Minutes: The following revisions were made to the December 2021 minutes to include an update to the verbiage under the Financial Section to “the review of November 2021 Financial Statements and Bills” and to include the Full Resolution number for Resolution 2021-97.

Mrs. Carole Wachtel made a motion to approve the amended December 14, 2021 meeting minutes. Second by Mrs. Shelly Ellis, motion approved. Dr. Scarpitti abstained from the approval of the minutes.

Introduction of New Staff: Health Commissioner Mr. Chad Brown introduced new staff to the board. Mrs. Amanda King was hired as a clerk in November 2021 and is working in the Front Office. She is doing a great job and has integrated well into the Vital Statistics team.

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

Hearings and Variances:

- a. Sub-Division review for Linn-Ridge Meadows Estates Subdivision, Phase 2 was brought to the board for review. This is an addition of 8 lots to an existing subdivision and has been reviewed by the Environmental Health staff, and no issues were found during the review. Commissioner Brown advised that individual lots may be redesigned when they are sold, and any revisions will be reviewed by LCHD prior to construction. Dr. Scarpitti motioned to approve the Sub-Division review, second by Mr. John Wetmore. Motion approved.
- b. Variance for 6432 Fallsburg Road was presented to the board. The family would like to move in and use the septic tank as a temporary holding tank, and has plans to install the new leeching system, which cannot currently be installed due to the weather. Mrs. Carole Wachtel motioned to approve, second by Mrs. Kathy Wyatt. Motion approved.



- c. Variance for 10394 Green Chapel Road was presented to the board. This is a new installation for a new build, and the lot is constrained due to a stream in the middle of the lot. The tanks are sealed and will be placed at 8.5 feet distance instead of the 10-foot distance requirement. Health Commissioner Brown and Environmental Health Director Scott Morris do not believe this will present any issue to the stream.
Dr. Scarpitti motioned to approve, second by Mrs. Carole Wachtel. Motion passed.
- d. Variance for NuWay Incorporated was submitted for review. The variance was to request an extension to the STS Contractor Continuing Education Requirements as their CEUs were not obtained by the deadline. This is a one-time variance. The installer is required to obtain 12 credits in 2022, to meet 2021 as well as 2022 requirements.
Mr. Larry Friesel motioned to approve, second by Mr. John Wetmore. Motion passed.
- e. Variance for 7482 Purity Road was presented to the board. The variance is being requested so that the system can be installed within the minimum required distance of an easement for an overhead power line.
Mrs. Mary Billy motioned to approve, second by Mrs. Carole Wachtel. Motion passed.

Community and Personal Health Report – Director of Community and Personal Health Mrs. Kari Kennedy advised that COVID booster doses were approved last week for the 12- to 16-year-olds. However, we have not seen many individuals in this population in our clinics yet, most likely because they have not reached the 5 month period after their second dose. Pfizer boosters can now be obtained at 5 months post-second dose, instead of 6. Immunocompromised individuals can now obtain a 4th dose of Pfizer COVID vaccine five months after their third dose. Kennedy advised that they have started receiving Pfizer vaccines that do not require being mixed so it will streamline their vaccine preparation time. Kennedy updated that the new nurse, Ashley Spires, started in December and she is doing well, but will be introduced at the February meeting. Kennedy also advised that we will begin planning the 2022 Influenza vaccine order, and we continue to see a decent turnout for folks obtaining those vaccines, in combination with their COVID vaccine. She advised they are following probable Syphilis cases and they are working with Columbus Public Health so that our assigned disease intervention specialist can follow up with these individuals. The Hepatitis A case outlined in the Communicable Disease Report is now an out-of-state resident who has moved. Mrs. Neisha Grubaugh inquired about pulling data on individuals that have been sick multiple times with COVID. She also inquired about testing positive after the infection being active and resolved. Commissioner Brown advised you can test positive for up to 90 days following your symptomatic period, and an updated case definition regarding COVID reinfections was developed in December that is used by LCHD to determine reinfections.

Environmental Report and Health and Preparedness Report – Interim Environmental Health Director Mr. Scott Morris advised the changes taking place among the clerical staff are nearly complete. Lisa Kitchen has transitioned to the Environmental Health Division and has gained a lot of confidence with some direction from Krista Frenton. The Environmental Health team has been conducting interviews for a second clerk and want to ensure we are back to full staff before spring. They are



hoping to finalize a candidate by weeks end. New Environmental Health Specialist in Training, Tom Weigand, is doing well and adjusting to the area and job. The Moundbuilders Country Club had an administrative review several weeks ago and they have made significant progress related to the violations within the facility. The Sunset Inn continues to improve, and we will likely have more information to share next month. Most facilities are struggling with staffing issues. Morris advised that Registered Environmental Health Specialist, Rachael Belford, was denied entry to Bon Sai Express for an inspection last week. She revisited the facility today and conducted an inspection without any issues. Our monthly inspection with Tufos To-Go went well at our follow-up visit as well. WPCLF jobs are beginning to pick up and we expect to receive these funds in a few months. Morris advised that he knows of one other excavator who will be asking for a CEU variance next month as well. We continue to have an opening for an intermittent plumbing inspector. ODH conducted a pool and camps survey last month which went well, and we are still awaiting the final report. Commissioner Brown advised that the change in the clerical position was difficult, but Morris managed the transition very well.

Maternal and Child Health Report: Maternal and Child Health Director Mr. Todd Kirkpatrick was absent from the meeting. Commissioner Brown provided a brief update and advised that the mask mandate required by the federal government for the Early Head Start program has not been an issue. The program has recently transitioned to remote visitations again. Kirkpatrick had expressed concerns with the state WIC system in the past and will be meeting with the state director next week to address those flaws. Todd also advised that we are one of the few locations that have re-opened following the pandemic. Commissioner Brown advised that Rachel Woods continues to prosper in her grant programs and continues to help with school contact tracing.

Health Promotion Report: Health Promotion Director Mrs. Ashley See advised that National Radon Action month is currently underway, and Health Educator Sia Williams has worked closely with Katie Beaver, PIO, to conduct social media and radio outreach. We are advertising free Radon test kits, which are provided by ODH. There was concern about the number of kits ODH had on hand, but they are still currently shipping without delay. See advised that they have an abundance of car seats available, so they have made social media posts and the calls have started increase. She ensures that she disburses seats with the closest expiration out first so that we can get the right seats out at the right time. We continue to install seats regardless of the weather. See advised that she has gotten four new staff within the past four months, and they are all doing well. The Health Promotion team continues to respond to COVID-related voicemails and volume is still high, with about 26 return calls going out each day. They have seen an increase in questions pertaining to at-home test kits and next steps and still hear questions about quarantine and isolation as well as lost vaccination cards. Dr. Scarpitti inquired about the Overdose report which was updated to a new format last month. Health Educators Logan Legg and Jordan Bell revised the report and continue to do well. Commissioner Brown provided an update on the report format that now shows



the yearly data, and monthly data. Over 50% of the county's overdoses are Fentanyl-related. We will continue to distribute Narcan, but Fentanyl test strips are still considered contraband, and Brown will follow up with Representative Frazier about rumored declassification of the test strips. Brown advised that there is state level money with a lot of competing interests, but AOHC is requesting that substance abuse funding be considered.

Administrative Services Report: Director of Administrative Services Mrs. Anna Wollenburg provided an update to the board about shirts that they had requested with the LCHD logo on them. The order was placed in July, but the vendor had some supply chain issues and we are hoping to complete the order in the coming months. New clerk Natalie Culp has integrated well with the clerical team. She has been helping Cindy Carpenter with Medical Billing and will be integrated into the Contact Tracing team. Carpenter will be preparing for the Child Fatality Meeting and review with nurses in the coming months as well. Wollenburg provided an update on the process of completing the 2021 Financial reports and how they are used to complete information for Wilson, Shannon, and Snow. Wollenburg advised that the Front Office team has been working well and the increased staffing for Vital Statics and Environmental Health will better aid our team to serve the public in a timely fashion as the demand for birth certificates continues. Mr. John Wetmore advised that his family had used the online birth certificate ordering system and had great service and turnaround time.

Health Commissioner Report: Health Commissioner Mr. Chad Brown advised that the new signage is up on the interior of the building, and there will be additional signage added. We contracted with Mattingly Landscape to do snow removal, and we are working to ensure they are up to speed on what our expectations are. Brown visited the Newark Homeless Outreach over the weekend while we were providing vaccines, and their operations appears to be going very well. The elevator updates are complete, and the floor has been updated. Brown advised that we submitted a request for ARP funds to upgrade the building's surveillance system, reimburse staff COVID costs that could not be re-couped through other COVID funding, and reimburse accreditation renewal, and we are waiting to hear an update. Brown reviewed the reduction in the mobile food service license and advised that the state will provide additional funding to supplement loss of revenue. We have received additional COVID funding from OD as well which runs through June of 2023. We should also receive a shipment of COVID test kits tomorrow, which we will distribute to LMH. Brown elaborated on non-proctored home tests and what to do with the results. We have established a form that the public can submit to establish a case, which can then be reported to us and would generate a letter for various employment or school attendance purposes. From a data standpoint, we saw a significant increase last week. We continue to see cases in the schools, but the school cases are proportional to the county case count. Due to the increased case count we have altered our contact tracing process so that we can notify families in a much quicker manner. We are hopeful that the case numbers will decrease in the coming weeks as the cases have been falling in other regions. Brown would like to



review the policy change to reduce the distancing requirement in schools. Mrs. Neisha Grubaugh inquired about which schools are still requiring masks and Brown indicated that Granville and Licking Heights are at this time. Brown put the distancing requirement decision out to the board for discussion, but the board reiterated their trust of Brown's data review and making common sense decisions and indicated Brown could make the decision based on the most recent data available.

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

The December 2021 LCHD Financial Reports were approved on a motion by Mrs. Carole Wachtel, second by Mrs. Kathy Wyatt, all members voted yea, motion approved.

The December 2021 LCHD Bills were presented and discussed. Mrs. Mary Billy inquired about RobinTek, Zashin and Rich, CDW Government, and Primary Solutions. Director Wollenburg advised that RobinTek is our website vendor, Zashin and Rich provides legal services for employment related issues, CDW Government provides computer supplies, and Primary Solutions is the vendor used for processing expenses. Mrs. Carole Wachtel motioned to approve, second by Mrs. Shelly Ellis. Motion passed.

Mrs. Shelly Ellis inquired about the mobile vaccine clinic and funding. Commissioner Brown advised that funding is still being sought.

Resolution 2022-01 was presented to the board to approve the re-appropriation of monies within the 6003 General Fund to cover additional salary expense in December 2021 totaling \$16,280.26. Mrs. Carole Wachtel motioned to approve, second by Mrs. Kathy Wyatt, all members voting yea, motion approved.

Contract Agreements:

Resolution 2022-02 was presented to the board to enter into an agreement with the Ohio EPA to implement the WPCLF program for 2022 in the amount of \$150,000. Mrs. Mary Billy motioned to approve, second by Mr. John Wetmore, all members voting yea. Motion passed.

Resolution 2022-03 was presented to the board to approve the contract between LCHD and Wilson, Shannon and Snow for the compilation of the 2021 Financial report. Dr. Scarpitti motioned to approve, second by Mrs. Carole Wachtel. All members voting yea, motion approved.

Executive Session:

A motion was made by Mrs. Carole Wachtel and seconded by Mrs. Shelly Ellis to enter Executive Session to consider the Appointment, Employment, Dismissal, Discipline,



Promotion, Demotion or Compensation of a Public Employee. A roll call vote was conducted.

Dr. Patrick Scarpitti	Yes
Mrs. Mary Billy:	Yes
Mr. John Wetmore:	Yes
Mr. Larry Friesel:	Yes
Mrs. Neisha Grubaugh:	Yes
Mrs. Carole Wachtel:	Yes
Mrs. Shelly Ellis:	Yes
Mrs. Kathy Wyatt:	Yes

The board entered Executive Session at: 7:21 PM
The board returned from Executive Session at 7:33 PM

Mrs. Kathy Wyatt motioned to exit the session, second by Mrs. Carole Wachtel. All members voting yea.

No action was taken as a result of the session.

Personnel:

The COVID-19 Paid Leave Policy was presented to the board to provide LCHD staff with leave to cover COVID-19 related absences. Mr. Larry Friesel motioned to approve the policy, second by Mrs. Carole Wachtel. Motion passed.

Authorization to hire an Environmental Health Clerk was presented to the board. Mrs. Shelly Ellis motioned to approve the hiring of a clerk, second by Dr. Scarpitti. All members voting yea.

Out-of-state travel for Health Educator Sia Williams was presented to the board. The travel would be for attendance to the LifeSavers Conference as part of a grant requirement. Mrs. Kathy Wyatt motioned to approve, second by Mrs. Mary Billy. All members voted yea.

Board member comments:

Mrs. Neisha Grubaugh inquired about the salary portion of the Building Maintenance report seeming high. Director Wollenburg advised that the salary totals in the report includes the position's salary as well as its benefit package.

The board members expressed gratitude for all we continue to do and how schools have been able to stay open. Mrs. Kathy Wyatt advised that she appreciates the way that Commissioner Brown gives credit to the staff.



The next scheduled meeting of the Licking County Board of Health will be held at 5:30 PM on February 15, 2022.

The January 2022 Licking County Board of Health was adjourned at 7:37 PM on a motion by Dr. Scarpitti, second Mrs. Mary Billy, motion approved.

Meeting adjourned.

Approved:

A handwritten signature in black ink, appearing to read "Neisha J. Grubaugh", written over a horizontal line.

Neisha Grubaugh, Board President

A handwritten signature in black ink, appearing to read "Chad Brown", written over a horizontal line.

Chad Brown, Health Commissioner

A handwritten signature in black ink, appearing to read "Kate Wollenburg filling in for", written over a horizontal line.

Anna Wollenburg, Administrative Director.