



Board of Health

Minutes

June 28, 2022

Call to Order – The June 21, 2022 board meeting was postponed and held on June 28, 2022 with in-person attendance. President Neisha Grubaugh called the meeting to order at 5:33 PM.

Members in attendance were : Dr. Scarpitti, Mary Billy, John Wetmore, Larry Friesel, Carole Wachtel, Shelly Ellis, Kathy Wyatt and Neisha Grubaugh.

Those not in attendance were : Larry Arnold, Gary Wood and Chicky Dyer

The Pledge of Allegiance was recited.

Adoption of the Agenda: Dr Scarpitti made a motion to approve the meeting agenda as amended, which updated the date, and the spelling of the street name listed for the variance. The motion was Second by Kathy Wyatt. Motion passed.

Approval of Minutes: The May 2022 minutes were presented and discussed. A motion to approve was presented by Mary Billy, second by Carole Wachtel. Discussion by Dr. Scarpitti was started and withdrawn.

Introduction of New Staff: Health Commissioner Mr. Chad Brown introduced new staff to the board including Nicholas Hagerman, Emergency Response Coordinator and Alexander (Alec) Kimball, Registered Environmental Health Specialist in Training. Commissioner Brown explained that Nick was previously in the military and has an emergency management degree. He has started working on updated our emergency response plans and is doing well. Chad introduced Alec, a recent Ohio University graduate, and advised that he has jumped right in learning his assigned programs and covers Sewage and Water inspections in the Eastern half of the county. In addition, Alec has been assisting with the mosquito program.

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

Hearings and Variances:

- a. A variance for 6957 Loudon Street, Johnstown was presented to the Board for a replacement sewage treatment system on a small lot and requires a variance as the system will be within ten feet of the property line as well as the garage. A motioned was presented and approved be Larry Friesel and second by Dr. Scarpitti. Motion Passed.
- b. A first hearing for updating the Plumbing Fees was presented to the board. Chad advised that all plumbing contractors received notification on June 1st and the proposed changes would only impact commercial permits in anticipation of industrial expansion. This revision would revise LCHD's per fixture plan review fee for commercial plumbing permits with 61-80 fixtures, 81-100, and more than

100 fixtures. Over the past 4 years this would have only impacted approximately 1.4% commercial permits issued. In addition, increasing in the late fee amount from 25% of the permit cost to 50%, as well as an on-call plumbing inspection fee for after-hours inspections at a rate of \$150.00. The reinspection fee would increase from \$50 to \$100. No one was in attendance for the hearing. Dr Scarpitti motioned to adopt the proposed changes as an emergency provision which was second by Carole Wachtel. Motion passed.

- c. A second hearing for updating the Time Limited Body Art Facility Fees was presented to the board. The fee was \$300.00 and we are proposing to reduce to \$100.00 for this temporary license. LCHD anticipates that this licensure would come in to play for a handful of facilities at various events. A motion was presented by Carole Wachtel to approve the vision and waive the third hearing, second by John Wetmore. Motion passed.
- d. A second hearing for adding an STS Abandonment Permit Fee was presented to the board. This fee does not currently exist on our schedule but would aid in our ability to provide proper oversight of sewage treatment systems that are being abandoned in the county. This oversight is minimal and would reasonably coincide with the trip fee of \$35 that we currently have. Homeowners are able to do the work but have to pass the state test in order to be licensed. If the tank is not abandoned properly, a re-inspection fee would apply. Homeowners will be notified via multiple public meetings and hearings that they would be required to abandon their system and connect to public sewer. A motion was presented by Dr. Scarpitti, second by Kathy Wyatt which waives the third hearing. Motion passed.

Community and Personal Health Report: Director of Community and Personal Health Mrs. Kari Kennedy was absent from the meeting, but Commissioner Brown provided an update. Chad advised we have begun offering the pediatric vaccine and did so on June 23 for those ages 6 months to age 4. We have seen, at a maximum, about 10 pediatric doses a day, but some days do see up to 50 doses a day for adults that are mainly receiving booster doses. Dr Scarpitti inquired about mosquitos and Encephalitis and Chad advised that we have not seen any cases yet, but the interns and several EH staff members are spraying and actively trapping. We are testing mosquitos in house for West Nile Virus and have a volunteer that will be assisting. Across the state, numbers are down for West Nile. A discussion about tick born illnesses was held including tick varieties. We continue to see higher numbers of Lyme Disease cases across the county. We plan to use a document with a QR Code to obtain information as discussed several months ago. We continue to see an increased amount of Tuberculosis cases and currently have five cases, all of which are among immigrants. The case follow-up requires our staff to monitor that medication is being taken and by law if they have any uncovered medications and hospital expenses that we may have to pay it. We are not alone in seeing this increase of cases as there is a rise across the state as other counties are seeing TB cases relative to their populations as well. Some individuals are



being followed up with as a result of a positive skin or QuantiFERON test, while very few have presented to the hospital with symptoms.

Environmental Health Report: Interim Environmental Health Director, Scott Morris was absent from the meeting as he was attending the NEHA Conference in Spokane, Washington paid for by the Workforce Development Grant. In addition, Traven Wood and Grace Hall were attending with Scott. Commissioner Brown provided an update and advised that clerical staff has shifted once again, and Tiffany Murphy has begun training in EH. Amanda King continues to work in EH and will be helping with Pataskala staffing, and Keely Hitchcock continues to work in the office as well. We do not have any new food hearings but did find a roach issue at Buster's Corner Store in Pataskala and the operator voluntarily closed the facility. They reopened on Friday of last week and have implemented a pest control program. We have two pools that have caused issue including the Camelot Condos pool on Country Club Drive. Still Meadow Pool is also in violation and has not opened and will not until the main drain is visible. Mary Billy inquired about temporary events and festivals and inspecting the vendors there. Chad explained that most of them have a mobile food license in their home county, but we inspect the temporary event, normally two days in a row to follow up on any violations from the previous day.

Maternal and Child Health Report: Maternal and Child Health Director, Todd Kirkpatrick advised that WIC does not currently have a State WIC Director and the previous has moved to another program. The new WIC system is being worked on by ODH and the planning document has been submitted to the USDA. The plan has to be outlined and the specifics of the program have to be approved and submitted to the USDA as well. If approved, ODH plans to contract with an external company to submit the RFP for the purchase of the new software and is not estimated to be to this point until mid to late 2023. In regard to Infant Formula, it is available, but there can be issues with the formulas that are specialized. WIC now allows any formula in the store to be purchased with WIC benefits. WIC staff continue to get phone calls about formula, but the calls are decreasing. Farmer's Market coupons are available again this summer and clients can receive a bundle of coupons they can use at farm stands throughout county. The redemption rate last year was not great, but it is difficult to explain how to use the coupons to the WIC families. Several area farmers markets do not offer the program, so we are opting to encourage and provide listings of those that do. Across the state, only 22% of WIC clinics are open as waivers are still in place. The clinic has returned to conducting surveys of their clients to receive their input about the visit to the clinic as well as the visit to the store. Carole Wachtel inquired about small towns where Dollar General stores are and if they offer WIC to which Todd advised no but that he had heard that some stores are interested in using the program if the WIC system is updated. Early Head Start continues to have a vacancy. The ideal candidate should have an Early Childhood Education background, but all other training is supplied by LCHD. Luckily, there are several interviews scheduled. We also know that LEADS has a lot of vacancies as well.



Health Promotion Report: Health Promotion Director Mrs. Ashley See advised that Bri Perkins(Bretzfelder) our Creating Health Communities Coordinator has been working diligently to get the Veggie Van up and running through a company called Local Matters. The supplier also has fruit and they take SNAP but not WIC yet. The van was in Utica at Oak Hill Manor and served 50 and also went to Legacy Park in the Licking Valley area. The Veggie will also at the Pataskala and Newark YMCA. While this is a start-up activity, many other county agencies have been involved and have assisted. Ashley provided the board with a survey to complete as a follow up to her compliance check information provided for the Tobacco Grant in May. Ashley advised that Katelyn Gorius resigned and the posting for her position went up last week. She also advised that Logan Legg moved to the Nursing division to help with communicable disease reporting. Ashley indicated that we are currently waiting on the RFP for the program that would fund our naloxone program, and we may need another staff member to fill that position. Chad indicated that there was rumor of the program changing, but ODH advised a program that is established and successful should remain. Ashley advised that Change Gears was on June 4 and the event was very nice, provided an update on Drug Take Back Day, reporting 208 pounds was collected in Pataskala and 256 pounds of pills in Newark. In October of 2021, we had collectively taken in 676 pounds of pills but we continue to plan to do it every six months. August hosts the Hartford Fair, and August 21st is the SASS Fundraising Golf Event at The Trout Club. Katie Beaver, PIO continues to help tremendously with the event and Ashley outlined the sponsorship levels. October's Pink Strides event is planned as well. Kathy Wyatt inquired about the Drug Take Back Day in October, but a date has not been set. Dr. Scarpitti inquired about the DOP report. Chad advised that the Sheriff's office began inputting information into the ODMAP system, so a lot more data has been collected. Ashley advised the Overdose Coalition meetings review trend analysis and indicated LMH is working to get overdose cases to a primary care physician or another referral at time of ER presentation.

Administrative Services Report: Director of Administrative Services Mrs. Anna Wollenburg advised that the Front Office and Vitals has been slow, so we used this as an opportunity to train Tiffany and have Amanda King freshen up on her skills in preparation for the Pataskala Office. Wollenburg advised of an AOHC sponsored training that she attended on June 14 and 15, which had a lot of great information sharing. As a result, some additional internal controls are being implemented for cash transactions to minimize the risk of fraud. Covid related insurance billing is winding down and Taunja Dudgeon has been a tremendous help to Cindy. Cindy is in the process of ensuring that no clinics were missed, and each of them have begun learning more fiscal procedures and have started helping with the daily log process. Overall, the team seems to be getting to a point where we are well cross-trained for contingency planning. Anna advised that Kate Waldrop is currently out of the office for the medical needs of a family member and advised that she gave ample notice to be able to prepare for covering her duties. July is a busy month for grant reporting, but collectively, we will



manage. Anna completed pre-audit questions and anticipates the audit teams arrival sometime in July. The division directors submitted updates for their perspective departments and a meeting has been scheduled with the county records and archives to review proposed changes, which will go before Ohio History Connection, our board, and the records commission before being implemented.

Health Commissioner Report: Health Commissioner Chad Brown advised the Pataskala lease is still being worked through in hopes of approving it next Monday at council. Chad advised the New Albany contract continues to be reviewed and the contract negotiations are taking longer than expected. Chad attended the Township Association meeting on Saturday to review current events and it was a positive meeting. Chad advised that the Employee Survey was completed, and he has formed a committee with about 14 members to help review feedback. The directors continue to review the personnel policy and possible changes. Any changes that are being considered are being reviewed by LCHD's attorney. We anticipate changing the probationary period, as well as the travel reimbursement process and observed lunch times. The committee of employees plan to review information with their coworkers and come back to the next meeting with proposed changes to discuss. Kathy Wyatt inquired about the Daily Log process, and we explained the process and the documentation that it provides and how it is time consuming for the staff who complete them and the fiscal team that reconcile them. Chad advised that he met with a committee at the state level to review changing Covid to a Class B disease but if the state declares that before the CDC, it makes them ineligible for funding. A safety committee has been formed to review building security and work with Sean Grady, EMA Director, to review safety procedures and scenarios that should be considered for lock down and evacuation. The staff who are most at risk will participate in a tabletop exercise to consider risk factors. We are working to obtain quotes from Siemens to put sensors on the ground level windows as well as each door. We will begin using a key card with our ID badge to gain entry to the building instead of via the key fob.

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

The May 2022 LCHD Financial Reports were approved on a motion by Carole Wachtel second by Shelly Ellis. Kathy Wyatt inquired about the increase in Miscellaneous income, and we explained it was due to a payment from the state for the revenue loss for the food program. All members voted yea, motion passed.

The May 2022 LCHD Bills were presented and discussed. Carole Wachtel motioned to approve, second by Shelly Ellis. Mary inquired about Propio and Pro Rider which was explained to be the interpretation services, and the helmets purchased for the Child Injury Prevention program. Neisha inquired about the fuel expense and who is used. She was advised that we contract through BP and each staff member assigned a vehicle has a gas card. We have seen a significant increase in expense, but we have also had more staff in the field. Motion passed.



Resolution 2022-38 was presented to the board to approve the Reappropriation of funds in the 6015 Food Safety Fund. A motion to approve was presented by Carole Wachtel , Second by John Wetmore. Motion passed.

Resolution 2022-39 was presented to the board to approve the Appropriation of funds in the 6019 Contract Services Fund. A motion to approve was presented by Kathy Wyatt, Second by Mary Billy. Motion passed.

Resolution 2022-40 was presented to the board to approve the transfer of funds for the purpose of reimbursement from the 6001 C&DD fund to the 6003 General Fund. A motion to approve resolutions 2022-40 through 2022-47 was presented by Dr. Scarpitti and Second by Carole Wachtel. All members were comfortable with the mid-year reimbursements and the explanation for the need of such. Motion passed.

Resolution 2022-41 was presented to the board to approve the transfer of funds for the purpose of reimbursement from the 6000 Sewage Fund to the 6003 General Fund.

Resolution 2022-42 was presented to the board to approve the transfer of funds for the purpose of reimbursement from the 6018 Body Art Fund to the 6003 General Fund.

Resolution 2022-43 was presented to the board to approve the transfer of funds for the purpose of reimbursement from the 6017 Campgrounds Fund to the 6003 General Fund.

Resolution 2022-44 was presented to the board to approve the transfer of funds for the purpose of reimbursement from the 6016 Pools Fund to the 6003 General Fund

Resolution 2022-45 was presented to the board to approve the transfer of funds for the purpose of reimbursement from the 6015 Food Safety Fund to the 6003 General Fund.

Resolution 2022-46 was presented to the board to approve the transfer of funds for the purpose of reimbursement from the 6014 Private Water Fund to the 6003 General Fund.

Resolution 2022-47 was presented to the board to approve the transfer of funds for the purpose of reimbursement from the 6004 WIC Fund to the 6003 General Fund.

Contract Agreements: Resolution 2022-48 was presented to the board to enter into an agreement with Two Bros Lawn and Landscape for the upkeep of mowing and grounds maintenance. A motion to approve was presented by Carole Wachtel, Second by Shelly Ellis. Motion passed.



Resolution 2022-49 was presented to the board to enter into an agreement with Knox County Public Health for Epidemiological Services. A motion to approve was presented by Shelly Ellis, Second by Kathy Wyatt. Motion passed.

Resolution 2022-50 was presented to the board to enter into an agreement with TriZetto which would enable the medical billing staff to check eligibility in one place. A motion to approve was presented by Mary Billy, Second by Carole Wachtel. Motion passed.

Resolution 2022-51 was presented to the board to enter into an agreement with BNM Services for a WPCLF job at 10894 Pleasant Valley Drive, Newark. A motion to approve was presented by Dr. Scarpitti, second by Mary Billy. Motion passed.

Resolution 2022-52 and 2022-53 was presented to the board to enter into an agreement with Newark City Schools for Blessed Sacrament and St. Francis' school nursing contract. A motion to approve was presented by Carole Wachtel, John Wetmore Second. Motion passed.

Resolution 2022-54 was presented to the board to enter into an agreement with Licking Memorial Hospital for back-up vaccine storage services which has been in place but now includes the ultra-low cold option. A motion to approve was presented by Shelly Ellis, Second by Kathy Wyatt. Motion passed.

Resolution 2022-55 was presented to the board to enter into an agreement with Licking County Library to allow the use of one of their meeting rooms to offer immunization clinics there. A motion to approve was presented by Larry Friesel, Second by Shelly Ellis. Motion passed.

Resolution 2022-56 was presented to the board to enter into an agreement with Mental Health American of Licking County for the Tobacco Grant. A motion to approve was presented by Carole Wachtel, Second by Mary Billy. Motion passed.

Executive Session: A motion was made by Dr. Scarpitti and seconded by Mary Billy 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 to enter and exit the session.

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: 7:25

The board returned from Executive Session at 8:20 on a motion by Dr. Scarpitti second by Larry Friesel. With the roll call vote above reflecting the entrance and exit of the session.

No action was taken as a result of the session.

Personnel: The resignation of Katelyn Gorius, Health Educator was presented to the board. Larry Friesel motioned to approve the acceptance of the resignation, with Carole Wachtel second. Motioned Approved.

Board member comments: The next scheduled meeting of the Licking County Board of Health will be held at 5:30 PM on July 19, 2022

The June 28 2022 Licking County Board of Health was adjourned at 8:22 PM on a motion by Dr. Scarpitti, second by Mary Billy, motion approved. Meeting adjourned.

Approved:

Neisha Grubaugh, Board President

Chad Brown, Health Commissioner

Anna Wollenburg, Administrative Director