



Board of Health

Minutes

September 20, 2022

Call to Order – The September 20, 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: Mary Billy, John Wetmore, Larry Friesel, Neisha Grubaugh, Gary Wood, Carole Wachtel, Kathy Wyatt, and Larry Arnold.

Those not in attendance were: Dr. Scarpitti, Shelly Ellis and Chicky Dyer.

The Pledge of Allegiance was recited.

Adoption of the Agenda: Carole Wachtel made a motion to approve the meeting agenda as amended, Second by Mary Billy, Motion passed.

Approval of Minutes: The August 2022 minutes were presented and discussed. A motion to approve was presented by Kathy Wyatt second by Larry Friesel, motion passed.

Introduction of New Staff: Health Commissioner Mr. Chad Brown introduced new staff member Ashley Ricket – Fiscal Clerk. Ashley is on her second day of work, and all is well. Zoe Tyler, REHSIT was on the agenda to be introduced but was running late from a food inspection and will be introduced next month.

Public Comment:

Barb Lechner of Granville, Ohio addressed the board.

Hearing and Variances:

- a. A variance was presented to the board for 4815 Blacks Road, Pataskala. Outdoor EH Director, Scott Morris advised this request is for a property that could not meet the minimum trench length requirement and they are asking to add an additional line to accommodate the reduction in square footage. A motion was made by John Wetmore to approve the variance, second by Kathy Wyatt. Motion approved.
- b. A variance was presented to the board for 4925 Tavener Road, Newark. The variance was requested as a portion of the system will encroach on a utility easement setback due the main line from the tank to the home that was required to be rerouted. Outdoor EH Director, Scott Morris advised the utility company had already given approval for the variance. A motion to approve was presented by Carole Wachtel, second by Gary Wood. Motion approved.

Community and Personal Health Report: Director of Community and Personal Health Mrs. Kari Kennedy provided a written report and advised that the Bivalent Covid vaccine was received last week. We had about 157 scheduled between two clinics and 128

attended. Going forward, these vaccines will be given via walk in clinic which are on Tuesdays and Thursdays. We had provided almost 40 vaccinations today for our first round of walk-ins. Kari visited the county jail to provide Hep A and Covid vaccines. The Covid vaccines for 6 months to 4 years and 5 years to 11 have decreased and we are starting to see the older population come in for the booster dose. The communicable disease report outlined several enteric infections, with no commonality between the cases, with the exception of a sibling infection. The Hep A case listed was an elderly woman who had been ill and does not know how she contracted the virus. The Cyclospora and Salmonella cases were both from out of country travel. Lyme disease cases are being reviewed and the cases are positioned sporadically throughout the county. John Wetmore inquired about a threshold of a three-year average, and Chad advised that it will eventually go up based on the increase in cases we are seeing now. Chad advised that the time for a client to receive a vaccination during our bivalent clinic on September 14 was three minutes from entry to exit from the building. Kathy Wyatt advised that she received her vaccine and condoned everyone's positive attitudes and that the operation ran well.

Environmental Health Report:

Outdoor Environmental Director, Scott Morris presented a written report to the board and advised that new hire, Ashley Ricket was going to be in the Pataskala Office but decided to take the fiscal position instead, a new candidate has been hired for Pataskala and her name is Natasha Thompson and she begins on Monday, September 26. He advised the Solid Waste contract application was submitted and was lowered by the solid waste district by about 82%. Chad provided explanation on the solid waste budget reduction and expressed his concern with the budget and decreased funding. Scott advised that the Lost Lands concert is taking place this week, and campgrounds will be inspected as the roadways have been expanded along with the campsite size, which does reduce the revenue and total amount of campsites. Tom and Scott will be present there alongside the Food inspection staff. Chad advised that concert goers will not be stationary to the venue and there will likely be increased traffic in the area.

Indoor Environmental Health and Quality Director, Greg Chumney provided a written report to the board and advised that the Food team will be present at the Lost Lands festival and will be issuing licenses for 70 temporary food vendors. We typically license 80 for the Hartford Fair. In review of the EEP facilities provided in the report and advised that it has been a busy month with continued staffing issues in restaurants. As a result, a McDonalds location on Union Street was closed for pest issue, with a similar issue at Lee's Famous Recipe on West Main Street. When a location voluntarily closes, they normally are agreeing to correct the issues which is what each of these locations did. Once initial remedies are in place, we continue to visit each location weekly to ensure the appropriate progress is being made. Because each location was cooperative, we have not needed to have an official administrative review. The remaining three items on the EEP report have all had administrative reviews with Chad and they may need to work with the board in the future. Neisha inquired about the Massey's in Heath which

continues to be a location that we are working with to gain compliance, and Mary Billy inquired about the movie theater. Greg advised that the EH office received several calls about the cleanliness of the movie theater facility. Kathy Wyatt inquired about the length of the list and Greg advised that the quantity of the list is about normal, and he would not want that number to approach 35 of 1200 that are permitted. Chad advised that while we don't have a lot of issues, the issues we are seeing have a greater severity, and we approach the facilities in a fair manner to develop sustainable systems to keep the facility up to code. Greg advised that he will provide the EEP report going forward and advised the most urgent items will be those listed in red. Neisha inquired about Elliot's location listed and Greg advised it was the Pataskala location and we continue to work with them as well. John inquired about why Chad has to meet with the food facilities, and Chad explained that we designed the program so that operators have an opportunity to work with a Sanitarian, then Greg, and finally have Chad as the last straw to advise of the next steps if they cannot remedy the issue. He outlined the appeal process involved and John advised that he was concerned about the workload. Chad indicated he has only met with 3 facilities and the workload is manageable. Greg advised he plans to have Food Program Manager, Traven Wood meet the board this Winter as well.

Maternal and Child Health Report: Maternal and Child Health Director, Todd Kirkpatrick provided a written report to the board and advised that a meeting was held today with Public Health Specialist, Rachel Woods and Sia Williams, Health Educator to discuss a shift in objectives in the OHIZ grant as the application we submitted was slightly different than the work they are now completing. He advised they have a good idea of what fall, and spring activities will be taking place and feel their plan will work well moving forward. As indicated on the agenda, WIC had a staff member resign and he has received three applicants for the vacancy and indicated that some other counties have positions open for long periods of time. He conducted two interviews yesterday as one applicant of the three had accepted another position. The Federal Government has further extended the cash value for the fruits and vegetables program through December. Anyone who already had their card loaded will have to come back for an extension to be loaded.

Health Promotion Report: Health Promotion Director Mrs. Ashley See provided a written report to the board and advised that she had just returned from the Ohio Child Passenger Safety training, and she attended with three other staff members. Yesterday, Ashley and several other employees had a meeting with ODH representatives pertaining to the Tobacco program to express the concerns they have with the program. She felt as though they made some progress with ODH, and all parties agreed that any changes will take time to implement. An example that we provided outlined the daily and yearly items that must be sent for reimbursement numbered nearly 160 documents in comparison to 6 to 8 documents for other grants. Ross County was also on the call and echoed similar concerns and did not apply for the next funding cycle because of the difficulty of the grant. We are currently researching other funding sources for our



Tobacco Program. Ashley provided updates on the Tee Off Fore Tatas event and advised that they made over \$13,000 in profit for the SASS program and provided kudos to Katie Beaver for her help with the event.

Administrative Services Report: Director of Administrative Services Anna Wollenburg provided a written report and advised that updates and changes to the retention schedule were complete and provided an in-depth review of the schedule. She explained any duplication was removed from the general schedule, and several sections were added to ensure that the actual workflows and programs were represented. Some media types were updated, as well as some retention periods. The schedule will now be reviewed by the Record's Commission and will then be sent to Ohio History Connection for approval. This update will not impact the way in which we produce public records requests, and a log of our requests are reviewed each year by the audit team. Speaking of the audit, Wollenburg advised that the fiscal audit was complete with no notes, recommendations or findings and inquired as to whether the board would like a post audit conference with the state Auditor's Office. A motion to waive the conference was offered by Carole Wachtel and second by Kathy Wyatt. Motion passed to waive the post audit conference.

Health Commissioner Report: Health Commissioner Mr. Chad Brown provided a written report to the board and advised that our Personnel Policy review is done, and we are waiting on comments back from Jonathan Downes, our attorney. Chad advised he is working on producing a PowerPoint that outlines all the changes which he plans to review with each division for last minute feedback. He will present this information to the board next month, who has the ultimately authority to approve or reject changes. 14 staff members participated in a feedback committee and had several sessions to discuss different aspects of the policy. Chad believes we have a good team, and our work shows in how quickly we can fill positions as people truly want to work here. Chad explained that we will present some flexibility with lunch breaks and adapt to have mental health days built in. He explained that several other agencies are doing other things to retain staff, so he felt we had to work with the staff to develop some changes to our policy. He believes this will help the management team to interpret, standardize and apply the policy. Chad advised we have a staff member for the Pataskala Office, and we hope to open on October 11, pending training. Our operating hours will be Monday, Wednesday, and Friday from 8:30AM to 4:30PM. Vital Statistics services will be offered first, and we will add EH services. We are working on the 2023 budget which was preliminarily approved in March as required by law, but the final approval will be in the coming months with more data available to review. We have lost and gained some funding in different places, but they all seem to be balancing out. Chad mentioned the OHIZ grant helped with the funding and Neisha inquired what the OHIZ program is working to accomplish. Chad explained the program will conduct an assessment in certain census tracts with high Social Vulnerability Index scores to determine the needs in these areas. Chad advised he attended the listening session last week in Newark for the OneOhio Opioid settlement but missed the prior one in Utica due to his father's

funeral. He plans to attend the remaining sessions in Pataskala and Hanover. It was discussed how much funding can be anticipated, and Chad indicated there are a lot of hoops to jump through to obtain funding and we won't see an exorbitant amount. Carole inquired about a Behavioral health Emergency Center that BHP is hoping to open for crisis care and Chad advised that he had not heard about it. He expressed that BHP is a good partner with us and will reach out to them. The BHP Urgent Care is just East of downtown Newark on East Main Street, but Carole advised that the one they are planning is supposed to be a 24/7 care unit. Chad advised that we offered a Monkeypox vaccine clinic with about ten in attendance. We have a call planned with Equitas to work together to reach additional individuals in at risk communities. We continue to see cases fall off nationally, and we have not seen a case in our county either. We have also continued to see a decrease in Covid cases as well, and this is based on diagnosed cases, or self-reported cases. We last had 12 hospitalized at LMH and have seen as many as 50 in the past. Chad advised that he was at the AOHC conference last week which was held in person for the first time since 2019 and it was nice to see colleagues and listen to good speakers. Chad inquired about a nomination for the Public Health Guardian award Chad advised he would like to nominate Carolyn Carnes with the Licking County Prosecutor's office who has helped us through the pandemic with a myriad of legal questions and concerns. Neisha added that she has heard that the health department is very important to her and throughout the pandemic she knew that we were at the forefront. Larry Friesel motioned to nominate Carolyn for the award, second by Gary Wood. Motion passed. Chad advised that he will notify the Carolyn in hopes of seeing her next month.

Financial Reports and Bills:

A revised fee scale was presented to the board to approve on a fee for the COVID Bivalent Booster vaccine on a back-dated emergency basis to September 14, 2022. The proposed fee is \$100 to match the other covid vaccination amounts. No out of pocket payments are accepted for any COVID vaccination. This fee allows us to bill insurance companies for the administration of the vaccine. A motion was presented by Carole Wachtel to approve and second by Kathy Wyatt on an emergency basis. Motion passed.

The financial reports were presented to the board and discussed. The August 2022 LCHD Financial Reports were approved on a motion by Carole Wachtel, second by Mary Billy. All members voted yea, motion passed.

The August 2022 LCHD Bills were presented and discussed. There were no questions. Carole Wachtel presented a motion to approve, second by Mary Billy. Motion passed.

Following the vote, Chad outlined that the larger items for PEP was our liability insurance renewal and CNH enterprises was the syphoning system at the landfill. John inquired about the lawn care and if we are happy with their output. Chad advised we



are, and the company has been outstanding. We are working to sell the mower and have a contract with a different firm to complete snow removal.

Resolution 2022-65 was presented to the board for the appropriation of funds in the 6001 C& DD Fund which is to be able to have mowing completed at the site. A motion was presented by Kathy Wyatt, second by Larry Friesel. Motion passed.

Resolution 2022-66 was presented to the board to appropriate funds in the 6003 General Fund for TB Expenses as we have seen an increase in cases and the need for medication payments. A motion was presented by Carole Wachtel, second by Mary Billy. Motion passed.

Contract Agreements:

Resolution 2022- 67 was presented to the board to approve a contract with Cherry Valley Hotel. The contract would enable LCHD to conduct ServSafe training at the facility in October. A motion to approve was presented by Carole Wachtel, Gary Wood second. Motion approved.

Resolution 2022- 68 was presented to the board to approve a contract with the Cities of Newark, Heath, Pataskala and Johnstown, as well as the District Advisory Council to continue the Combined General Health District. The contract is for 5 years and begins on January 1, 2023. A motion to approve was presented by Larry Arnold motioned to approve, second by Carole Wachtel. Motion approved.

Resolution 2022- 69 was presented to the board to approve a contract with Legend Valley Concert Venue, which would allow our staff to use golf carts without a fee or liability while inspecting the venue. A motion to approve was presented by Mary Billy, second by Larry Arnold. Motion Approved.

Resolution 2022- 70,71 and 72 were presented to the board to approve a contract with the Coshocton County Family and Children First Council, Knox County Public Health, and Zanesville-Muskingum County Health district which enables us to serve as the lead for the Cribs for Kids grant, and contract with each district to complete the work. A motion was presented by Carole Wachtel to approve as a group, second by John Wetmore. Motion approved.

Executive Session: It was determined that an executive session was not needed.

Personnel:

An acceptance of resignation for WIC Dietetic Technician, Shannon Trost was presented to the board. A motion to approve with regrets was made by Carole Wachtel, Second by Larry Friesel. Motion passed.

An authorization to hire a WIC Dietetic Tech was presented to the board. A motion was



presented by Mary Billy, second by John Wetmore. Motion passed.

An authorization for out of state travel request was no longer needed due to scheduling issues but will be re-presented to the board in the future.

Board member comments: None.

The next scheduled meeting of the Licking County Board of Health will be held at 5:30 PM on October 18, 2022

The September 20, 2022, Licking County Board of Health was adjourned at 6:46 PM on a motion by Mary Billy second by Kathy Wyatt, motion approved. Meeting adjourned

Approved:

Neisha Grubaugh, Board President

Chad Brown, Health Commissioner

Anna Wollenburg, Administrative Director

