



## Board of Health

## Minutes

January 17, 2023

**Call to Order** – The January 17, 2023 board meeting was held with in-person attendance. President Neisha Grubaugh called the meeting to order at 5:32 PM.

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

Those not in attendance were 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, Second by Kathy Wyatt. Motion passed.

**Approval of Minutes:** The December 2022 minutes were presented and discussed. A motion to approve was presented by Dr. Scarpitti, Carole Wachtel Second. Mary Billy and Shelly Ellis abstained. Motion passed.

**Introduction of New Staff: None.**

### **Public Comment:**

Barb Lechner of Granville, Ohio addressed the board.  
Patricia Perry of Newark, Ohio addressed the board.  
Chris Hawkins of Granville, Ohio addressed the board.

### **Hearing and Variances:**

- A. Public Hearing- A second hearing to increase the fee for Mobile Food Service Operation and Mobile Retail Food Establishment was held. No members of the public attended the second hearing. Carole Wachtel motioned to approve the increased fee, Kathy Wyatt Second. Motion passed. The fees will be published in the Newark Advocate, and they will become effective ten days later.
- B. A variance request for 6075 Quick Lane Johnstown was presented to the board to approve a temporary holding tank due to current wet weather prohibiting the installation of the leach field on the property. The variance would be approved on the condition that the homeowner obtain a contract with a registered septic hauler to pump the tank as needed, as well as a high water alarm. Dr. Scarpitti motioned to approve the variance, second by Larry Friesel. Motion passed.
- C. A variance Request for 2925 National Road was presented to the board for approval of work that was completed by a non-registered Private Water contractor. The work was conducted under a permit and extended a new water line to a new building. Guidance provided by the Ohio Department of Health, who registers private water contractors, and indicated a registered contractor could



review the work completed and provide the approval in writing. Dr Scarpitti presented a motion to approve, second by John Wetmore. Larry Arnold Abstained. Variance approved.

**Community and Personal Health Report:** Director of Community and Personal Health Mrs. Kari Kennedy provided a written report to the board but was absent from the meeting. Commissioner Chad Brown did not provide any additional information beyond what her written report stated.

**Environmental Health Report:**

Indoor Environmental Health and Quality Director, Greg Chumney provided a written report to the board and advised that he had no other additions for the meeting. Neisha Grubaugh inquired about which Elliott's location was on the EEP report and he indicated that it was Pataskala who will be phasing out of the program. Carole Wachtel inquired about the Sunset Inn which is currently closed awaiting a possible change in ownership. John Wetmore inquired about the total number of inspections for Plumbing, and Greg indicated the number is on par with previous years, but we have had more permits issued. We are working to establishing a three-year trend of the number of permits. We have been receiving more calls from architects about upcoming projects and continue to do work on the planning aspect of our program and expedite the plan review process. We anticipate seeing an increase in this program above others ahead of industrial development and we will be watching this closely to monitor staffing needs. Kathy Wyatt inquired about the age of the Elliott's Restaurant and Greg advised that the Newark location had been open about 4-5 years, with Pataskala being about 2 years.

Outdoor Environmental Director, Scott Morris presented a written report and did not have anything to add. There were no questions.

**Maternal and Child Health Report:** Maternal and Child Health Director, Todd Kirkpatrick provided a written report to the board and had nothing to add. Dr. Scarpitti inquired about the formula supply issues and Todd advised that it is a lot better with less brand specific issues. Todd indicated they may have issues scaling things back ahead of emergency declarations ceasing in March.

**Health Promotion Report:** Health Promotion Director, Ashley See provided a written report to the board but was absent from the meeting. Health Education Manager, Brianna Perkins attended in Ashley's absence and was introduced by Chad. She indicated that they are in the process of hiring two health educators and have offered to one candidate who will be starting February 13. They are still interviewing for the other candidate. In addition, she advised the Jordan Bell is transitioning from the Drug Overdose Prevention program to the Child Injury Prevention program. Dr. Scarpitti inquired about a jump in the overdoses in August and inquired about the cause. Kathy



Wyatt inquired about Drug Take Back Day and Bri advised that it is typically the last weekend in April but a date has not officially been set.

**Administrative Services Report:** Director of Administrative Services Anna Wollenburg provided a written report to the board and advised that to date, we have received about \$1.3 million in Covid Administration dollars. In addition, Wollenburg provided an oversight in the statistics of vaccine claims billed in recent years, not specific to Covid. In 2019, we billed 8,868 claims, 5,634 in 2020, 35,122 in 2021 and 19,685 in 2022. No additional questions or information was discussed.

**Health Commissioner Report:** Health Commissioner Mr. Chad Brown provided a written report to the board and advised that that Community Health Improvement Committee met on Friday and had a great turnout. We presented data from the Community Health Assessment and added some narrative to the data. Chad advised his goal is to have it published by the first of February and it is a comprehensive report for health data in the county, and covers the past three years. The committee voted to set the priorities for the next Community Health Improvement Plan, and they include Behavioral Health, Access to Care, and Health and Wellness. LCHD will also need to establish our Strategic Plan, which aligns with the CHA and looks at internal operational objectives as well. Chad advised we would like for the board to conduct a special meeting in the coming months to join the strategic planning process.

Chad circled back to a second Professional Development Day that was discussed in December and asked for approval to host a second staff training day in April. The building would be closed, and the management team is looking to find speakers. Mary Billy presented a motion to approve to second training day, second by Shelly Ellis. Kathy inquired about it being the second and Chad explained that one is held on Columbus Day in October. Our staff has asked to have more time together, that is productive, and mimic the morale that we had during the pandemic. Motion passed.

Chad advised that Lower Lights will be moving out of our clinic space as their new space is ready. We anticipate them leaving at the end of February. Additionally, we have been distributing Covid test kits at our main office, as well as in Pataskala and they have been very popular. We have a simple inventory reporting form as part of that process, and each person may take up to 6 boxes. Chad advised he will be meeting with Representative Kevin Miller on Monday. Dr. Scarpitti inquired if Chad was appointed to the AOHC board and Chad advised that he was appointed to the AOHC Board Position. Kathy inquired the CHA and it being published. Chad explained data is collected and reviewed with the Community Health Improvement Committee and they determine the health priorities in the county which is then published as the Community Health Improvement Plan. The assessment and plan are done every three years, but they are all meant to be living documents and updated regularly.



### **Financial Reports and Bills:**

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

Dr. Scarpitti inquired about the C&DD Disposal Fund and Chad explained it was the fund that handled the reclamation of the Roberts Landfill and there are no new revenue streams. We paid for the syphoning system last year and have no maintenance or obligation remaining with the exception of occasionally mowing.

Neisha Grubaugh inquired about the Bioterrorism Grant and Chad explained that it is a line designated for the Public Health Emergency Preparedness Grant, but all the Covid Funds flow to that line as well. Anna Wollenburg advised that we try to avoid creating new budget lines if the funding will not continue and explained that each grant dollar is accounted for via its own fee code for federal reporting purposes.

Motion Passed.

The December 2022 LCHD Bills were presented and discussed. Carole Wachtel presented a motion to approve, second by Dr Scarpitti. Mary inquired about a payment to Logan Legg and it was explained that Logan is staff person who takes advantage of our Tuition Reimbursement program and sought reimbursement for her 2022 course work.

All members voted yea; Motion passed.

### **Contract Agreements:**

Resolution 2023-01 was presented to the board to enter into a contract with the Ohio EPA which will enable LCHD to receive funding through the WPCLF program for the new program period for \$150,000. The program assists homeowners in repairing or replacing failing household sewage treatment systems. A motion to approve was presented by Carole Wachtel, Dr. Scarpitti second. Motion passed.

Resolution 2023-02 was presented to the board to enter into a contract with Wilson, Shannon, and Snow for the compilation of the 2022 Financial Reports and Hinkle System Filing. The expense for this service is \$1,850.00. A motion to approve was presented by Shelly Ellis, Mary Billy second. Motion passed.

Resolution 2023-03 was presented to the board to enter into a Contract with ServPro for Water Mitigation services following the sprinkler head bursting. At this time, the cost is unknown, but a claim has been filed with our insurance provider. A motion to approve was presented by Mary Billy, Carole Wachtel, second. Motion passed.

Resolution 2023-04 was presented to the board to enter into a contract with ComDoc for \$3,865 per month to replace printers and copies, and add a new machine at the



Pataskala location. This will also add more machines with accounting capabilities to be able to bill on an individual grant level basis. Dr. Scarpitti motioned to approve, second by Larry Friesel. Motion approved.

Resolution 2023-05 was presented to the board to enter into a contract with Primary Solutions which provides the software system, Infal for accounting purposes. The contract is for \$6,264 for the year. Larry Arnold motioned to approve, Kathy Wyatt second. Motion approved.

**Executive Session:** A motion was made by Dr. Scarpitti and seconded by Carole Wachtel 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.

Larry Arnold exited the meeting before the commencement of Executive Session.

Dr. Patrick Scarpitti :	Yes
Mrs. Mary Billy:	Yes
Mr. John Wetmore:	Yes
Mr. Larry Arnold:	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: 6:26 PM

The board returned from Executive Session at 7:04PM on a motion by Dr. Scarpitti, second by Carole Wachtel 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:**

- a. A notice of resignation for Priscilla Williams and Nick Hagerman was presented to the board. Larry Arnold presented a motion to accept, with regrets, second by Larry Friesel. Motion passed.
- b. Health Commissioner Chad Brown presented an Authorization to Hire an Emergency Response Coordinator. A motion to approve was presented by Dr. Scarpitti, second by Shelly Ellis, motion approved.
- c. A revised Sick leave Conversion Policy was presented to the board. The revision would not change the personnel policy, but updates that language of what is



pensionable under OPERS approval. A motion to approve was presented by Larry Arnold. Larry Friesel seconded. Motion approved.

- d. Spring Professional Development Day Approval was approved under the Health Commissioner's report.
- e. An Out of State Travel Request was presented to the board for Ashley See, Kirsten Frissora and Brianna Perkins to attend the National SOPHE Conference held in Atlanta, Georgia. The conference is March 21 through the 24, 2023 and is being funded by the Public Health Workforce Grant. A motion to approve was presented by Dr. Scarpitti, Shelly Ellis second. Motion approved.

**Board member comments:**

Kathy Wyatt inquired about the status of King Road and was advised that it has returned to normal.

Dr. Scarpitti inquired about the leak in the stairwell and Chad advised that we will likely be proposing to replace all of the rubber roofs on the building, as well as the gutters on the building via the Capital Projects fund. In addition, he may position the installation of glass break sensors on the ground floor windows. Commissioner Brown did advise of the installation of panic alarms in several public-facing offices as well.

John Wetmore inquired about the harm reduction grant that has been presented by the Ohio Department of Health. Chad explained LCHD would apply to implement activities supported by the board. Chad explained the request for proposals (RFP) allows us to apply for the same harm reduction activities we currently implement. Additionally, the RFP requires 3 goals to increase the amount of Narcan distributed or to increase the number of individuals trained to administer Narcan.

The next scheduled meeting of the Licking County Board of Health will be held at 5:30 PM on February 21, 2023.

The January 17, 2023, Licking County Board of Health was adjourned at 7:29 PM on a motion by Dr. Scarpitti, second by Mary Billy, motion approved.

Approved:

Neisha Grubaugh, Board of Health President

Chad Brown, Health Commissioner

Anna Wollenburg, Administrative Director