



Board of Health

Minutes

March 21, 2023

Call to Order – The March 21, 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, Neisha Grubaugh, Carole Wachtel, Shelly Ellis and Kathy Wyatt.

Those not in attendance were Gary Wood, Chicky Dyer and Larry Friesel.

The Pledge of Allegiance was recited.

Adoption of the Agenda: Dr. Scarpitti made a motion to approve the meeting agenda, Second by Kathy Wyatt. All members voted yea. Motion passed.

Approval of Minutes: The February 2023 minutes were presented and discussed. Carole Wachtel noted a correction of Mary's name from Mary Bill to Mary Billy. A motion to approve was presented by Carole Wachtel, Shelly Ellis Second. Motion passed. Dr. Scarpitti inquired about the minutes and the well with the pH issues and Outdoor Environmental Health Director, Scott Morris advised another well has been drilled and the well with an issue has been sealed. He explained he is waiting on an official explanation from ODH who believes it may have been a drilling error that caused the issues rather than a contaminant.

Introduction of New Staff: Emergency Response Coordinator, Wesley Gutridge was introduced to the board by Health Commissioner Chad Brown. Wesley is a native of Licking County and has been with us three weeks and is doing a great job getting acclimated to the position.

Public Comment: None.

Board Reorganization: The meeting was handed to Health Commissioner, Chad Brown, by Neisha Grubaugh, and he opened floor for nominations for the position of President of the Board of Health. Larry Arnold presented a motion to nominate Neisha Grubaugh, Second by Dr. Scarpitti. Carole Wachtel moved to closed nominations, second by Mary Billy. All members voted yea, re-appointing Neisha Grubaugh as president.

The meeting operation was turned back to Ms. Grubaugh, who opened the floor for nominations for President Pro-Tempore. John Wetmore was nominated by Carole Wachtel, second by Mary Billy. A motion to close nominations was presented by Dr. Scarpitti, second by Shelly Ellis, passing unanimously to re-appoint John Wetmore as President Pro-Tempore.

**Hearing and Variances:**

A hearing for the renewal of Licking Memorial Hospital Maternity Licensure was held. Health Commissioner Chad Brown advised that Kari Kennedy, Director of Community and Personal Health, attended the inspection with ODH and there were no noted findings or concerns. Dr. Scarpitti inquired if this renewal covered nurse midwives and Chad advised that it only covers the hospital facility. A motion to approve was made by Dr. Scarpitti, second by Carole Wachtel. Motion passed. Kathy Wyatt inquired if the board of health licensed nurse midwives, and Chad indicated we do not.

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 Brown advised that since Lower Lights moved out of our clinic space, we have been painting the clinic, and it is nearly complete. Once this is done, we will increase the number of immunization appointments by 28%. We are continuing the monitor 3 TB cases. Logan Legg has been handling the follow up of those cases and does a great job. Dr. Scarpitti inquired about an additional case of Yersiniosis which is a bacteria-based illness, but Chad explained that the case showed on the report again due to an issue with the case closing in the state reporting system. Shelly Ellis inquired about Lower Lights and asked if we had been approached by anyone else about leasing the facility. Chad advised that we have not been approached, and we would like for our services become more mobile.

Environmental Health Report:

Outdoor Environmental Director, Scott Morris presented a written report, and advised he did not have additional updates to provide but would like to present the new application that his team has been using to the board. The application, Fulcrum, has enabled our sewage program to run more efficiently. Chad advised that we are going to do a program spotlight in the future for this application and that it may be a few months but provided commendation to Scott for getting the application live. Dr. Scarpitti inquired about Avondale and Chad explained that it is to the East of Buckeye Lake, and the County is extending public water to the area.

Indoor Environmental Health and Quality Director, Greg Chumney provided a written report to the board and advised that he had nothing to add as there have been no major enforcement issues. Greg outlined that pest issues are the number one critical violation for the food service.

Maternal and Child Health Report: Maternal and Child Health Director, Todd Kirkpatrick provided a written report to the board and advised that people may have heard of another formula recall. Todd advised that it is not a primary formula for Ohio WIC, and it should not directly affect our families. It appears the particular item only had about 20 families purchasing it. It was phased out as of March 1, and recalled items were produced after March 5. Last year the NWA board voted to increase local representation, and Todd will be one of the four local representatives who sit on that



board for Ohio. Chad advised that Todd has been very engaged with the research relating to the new state WIC system.

Health Promotion Report: Health Promotion Director, Ashley See provided a written report to the board but was absent from the meeting due to a conference. Chad Brown provided additional updates and advised that LMH is no longer taking over the Veggie Van as originally anticipated and made a monetary donation instead. Today the Sheriff's Office brought on several other local police departments with the ODMAP interface. It will take the system a little while to learn what the new normal is as more overdoses will be reported but will ultimately capture more relevant data. Kathy Wyatt inquired about Ashley's report and that we are anticipating an award for the Integrated Harm Reduction Initiative. Chad advised that it is a replacement to another grant that has been renamed and we are supposed to learn if we are funded by April 1. Dr. Scarpitti inquired about the overdose data and thought it seemed like more ODs and OD deaths than originally anticipated and inquired if the Board should send a letter to Governor DeWine to provide additional support to address this issue. Chad advised that we could write a letter of concern and advised that the CHA and CHIP will address these items. Chad advised that he would draft a letter and bring it back to the board to approve and would include other local representation like Kevin Miller in addition to the governor.

Administrative Services Report: Director of Administrative Services Anna Wollenburg provided a written report to the board and advised that the insurance payment mentioned in the report had now been received. In addition, she and Katie Beaver had made a flooring selection for the handicap entrance, as well as several other entrances to the building which included a trim selection. From an IT and Building Maintenance standpoint, Anna advised she feels confident in the support that DirecTec will be able to provide, which is being presented as a contract to the board this meeting. Outside of that, she felt confident in the current state of building related projects and was working to tie up loose ends and ensure that pending projects are moving forward. Wollenburg advised that she and her team have been working to clean up old records and indicated that they had located records that were from the City of Newark Health department before the merger. Aside from the records clean up, they had also completed some Spring cleaning as well and organized several office supply locations within the building. Anna advised that one building related quote she was currently awaiting was one for River Rock installation instead of mulch which would require a little less continuous maintenance.

Health Commissioner Report: Health Commissioner Mr. Chad Brown provided a written report to the board and advised that the Community Health Assessment has been distributed. PIO, Katie Beaver formatted the report and Grant Coordinator, Kate Waldrop proofread the document. In addition, we have been trying to make it more interactive on the website and make it so that the data appears in real time with trend analysis as well. The PDF Document meets the needs of our accrediting body but a lot of other local agencies use this data for grant applications and program planning. Dr



Scarpitti inquired if the data was per 100,000 and Chad explained that the data is collected from various areas, and depending on the collection mechanism, may report data differently. Mary Billy inquired about marijuana usage which did not have a measure and Carole inquired about how heavy drinking was reported. Chad explained that many of these items are self-reported through various mechanisms. Brown advised the CHIC meets on Friday and a lot of this data will be reviewed then. In addition, Chad will be on the radio in the morning with WNKO. Chad explained that we were presenting a contract with Kane Learning who would assist us with Strategic Planning as well as Leadership Training. Chad advised he had sent the board a letter which represents our views on the state budget pertaining to the sanitarian licensure process which would remove the professionalism and skill from the field, as well as dry well usage. Rather than declaring all of these systems illegal, he has proposed addressing systems that are failing only. Dr Scarpitti motioned to support the letter, second by Mary Billy. All members voted yea; motion passed. Chad advised there is a lot of opposition but if the measure passes, we will ultimately handle the presented items one step at a time and thought it was important to be on record as opposing it. The state budget has to be passed by June 30th.

Financial Reports and Bills:

The financial reports were presented to the board and discussed. The February 2023 LCHD Financial Reports were approved on a motion by Carole Wachtel, Kathy Wyatt second. All members voted yea; motion passed.

The February 2023 LCHD Bills were presented and discussed. May inquired about OarNet and Chad explained that it was a server upgrade and included some IT equipment as well. Carole Wachtel presented a motion to approve, Kathy Wyatt second. All members voted yea; Motion passed.

2024 Preliminary Budget was presented to the board by Health Commissioner Chad Brown who provided a line by line and fund level explanation. The budget will be presented in the fall when additional data is collected and it will be approved by the Board prior to being presented to the Budget Commission. A motion to approve was presented by Dr. Scarpitti, second by Carole Wachtel. All members voted yea; Motion passed. A discussion was held about county expansion in the coming years and how it will impact the budget. Chad explained that we are continuing to watch changes in zoning and annexation and are prepared to shift staff between programs, but for the time being, the expansion will predominantly impact plumbing. We know in the future additional staff will have to be added beyond shifting between programs as well.

Commissioner Chad Brown presented the board with a Cost Allocation Plan for Ohio Department of Health grant funded programs. He reviewed line item detail with board and explained the plan would be implemented with grants during their next active cycle. The plan allows LCHD to retain funding and keep more expenses in house. It does not present any immediate changes for staff who currently work in grants, but it does create



more work from a fiscal standpoint. A motion to approve was presented by Dr. Scarpitti, second by Mary Billy. Motion passed.

Resolution 2023-10 was presented to the board for the appropriation of funds into the Food (6015) Contract Service Line(5312). A motion to approve was presented by Carole Wachtel, Kathy Wyatt second. Motion Approved.

Resolution 2023-11 was presented to the board to appropriate funds into the General (6003) Fund, TB Supply line item which is used for TB Medications. A motion to approve was presented by Dr. Scarpitti, Carole Wachtel second. Motion approved.

Resolution 2023-12 was presented to the board transfer funds from the General(6003) Fund to the Capital Projects (6019) Fund, and Appropriate funds within Capital Projects into Contract Services line in preparation for 2023 building projects. A motion to approve was presented by Dr. Scarpitti, second by Kathy Wyatt. Motion approved.

Contract Agreements:

Resolution 2023-13 was presented to the board which enables LCHD to engage in a contract with Dr. Charles Marty as Medical Director and provide various medical based services. A motion to approve was presented by Dr. Scarpitti, second by Shelly Ellis. Motion approved.

Resolution 2023-14 was presented to the board which enables LCHD to engage in a contract with Dr. Benjamin Jump as Dental Director and provide various dental based services. A motion to approve was presented by Dr. Scarpitti, second by Carole Wachtel. Motion passed.

Resolution 2023-15 was presented to the board to enter into a contract with Cherry Valley Hotel and Conference center which enables LCHD to conduct ServSafe training at the facility on a larger scale. A motion to approve was presented by Mary Billy, Second by Kathy Wyatt. Motion passed.

Resolution 2023-16 was presented to the board to enter into a contract with Siemens to install glass break sensors in any ground level windows which enables LCHD to enhance building security. A motion to approve was presented by Carole Wachtel, Kathy Wyatt second. Motion passed.

Resolution 2023-17 was presented to the board to enter into a contract with Licking County Landscape which enables the vendor to provide mowing services to LCHD for the 2023 season. This vendor is who LCHD used for plowing services this past winter, and their quote was lower than the company who provided services last year. A motion to approve was presented by Dr. Scarpitti, ShellyEllis Second. Motion passed.

Resolution 2023-18 was presented to the board to enter into a contract with DirecTec IT Solutions, which will provide LCHD with Information Technology support. A motion to approve was presented by Dr. Scarpitti, Mary Billy second. Motion passed.

Resolution 2023-19 was presented to the board to entered into a contract with the City of Newark which enables LCHD to fulfil grant requirements as part of the Creating



Healthy Communities grant. A motion to approve was presented by Carole Wachtel, Kathy Wyatt second. Motion passed.

Resolution 2023-20 was presented to the board to enter into a contract with Kane Learning who will support LCHD through the Strategic Planning process as well as Director and Manager training. A motion to approve was presented by Mary Billy, Carole Wachtel second. 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 Arnold:	Yes
Mrs. Neisha Grubaugh:	Yes
Mrs. Carole Wachtel:	Yes
Mrs. Shelly Ellis:	Yes
Mrs. Kathy Wyatt:	Yes

The board entered Executive Session at: 7:06 PM

The board returned from Executive Session at 7:45 PM on a motion by John Wetmore, second by Dr. Scarpitti the roll call vote above reflecting the entrance and exit of the session.

No action was taken as a result of the executive session.

Personnel:

- A. An acceptance of resignation was presented to the board for Kirsten Frissora, Health Education Manager, and Justin Ward, Facilities, and IT Manager. A motion to accept was presented by Dr. Scarpitti, Kathy Wyatt second. Motion passed.
- B. An authorization to hire a Health Educator was presented by Carole Wachtel, second by Kathy Wyatt. Motion approved.
- C. Authorization for Out of State Travel was presented to the board for Jordan Bell, Health Educator to attend the National Child Passenger Safety Certification Training in Kentucky May 8 through May 11 as a means of implementing the Child Injury Prevention grant. Shelly Ellis motioned to approve the travel, second by Kathy Wyatt. Motion approved.

Board member comments: Kathy Wyatt inquired if any board members were familiar with the CDC's fact sheet on needle exchanges. Some board members indicated yes, and others affirmed that it had been a while. Ms. Wyatt indicated she would present this



information to the members during the April meeting.

The next scheduled meeting of the Licking County Board of Health will be held at 3:00 PM on April 18, 2023. The earlier start time will allow the board to conduct a Strategic Planning session.

The March 21, 2023, Licking County Board of Health was adjourned at 7:47 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

