



Board of Health

Minutes

September 19, 2023

Call to Order – The September 19, 2023, 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, Carole Wachtel, Shelly Ellis, Kathy Wyatt, Rich Kozlowski and Ed Smith.

Those not in attendance were Dr. Scarpitti and Chicky Dyer.

The Pledge of Allegiance was recited.

Adoption of the Agenda: Carole Wachtel made a motion to approve the amended meeting agenda, Kathy Wyatt Second. All members voted yea.

Approval of Minutes: The August 15, 2023, minutes were presented and discussed. A motion to approve was presented by Carole Wachtel, Second by Shelly Ellis. Ed Smith Abstained. Motion passed.

Public Comment:

Barb Lechner of Granville, Ohio addressed the board.

Hearings and Variances:

- A. A variance for 988 Rock Haven Road, Newark was presented to the board related to a HSTS Isolation Distance requirement. The variance would allow the replacement septic system to be closer than ten feet to the house and allow the leach field to be closer than ten feet to the driveway. A motion to approve was presented by John Wetmore, Second by Larry Friesel. Motion passed.
- B. A variance for 4900 Bennington Chapel Road, Johnstown was presented for an HSTS Building Sewer Line. The homeowner was originally licensed and was certified to complete the installation, but ultimately had to have a registered installer correct the installation. The variance is requested because the tank was already buried, a line was installed with a 90-degree angle that could cause solid build ups in the future. A clean out has been installed to mitigate this issue. Discussion ensued about requiring documentation of the variance to be on file in the event that the home sells. Carole Wachtel motioned to approve with a contingency of the variance being documented in the event of the sale of the property. Mary Billy Second. Motion Passed.
- C. A variance for 135 Second Street, Kirkersville was presented for a PWS Distance Requirement for a replacement water well. The well will be within 5 feet of the property line and public water is not available. A motion to approve was presented by John Wetmore, Larry Friesel Second. Motion passed.



Community and Personal Health Report: Director of Community and Personal Health Mrs. Kari Kennedy provided a written report to the board and advised that we still only have one TB patient that we are currently following. Kennedy advised that Covid Vaccines have been ordered with the state for children and adults without insurance. We have also received approval to order private stock as well, but we are currently evaluating the amount we may need. The minimum order that can be placed is for 100 doses for ages 12+, which would be nearly \$11,000. The vaccine now comes in single dose vials and pre-filled syringes. Board member Rich Kozlowski inquired about advertising for free vaccines and if that is in fact the case, but Chad advised that larger chains have more buying power than we do, and the vaccine would be charged to insurance as well. Kennedy advised we are also waiting for flu vaccine to be received before we start administering it, and we anticipate rolling that out at the end of this month. Mary Billy inquired about the Communicable Disease Report which outlined a case of Dengue Fever and was advised that the individual had traveled out of the country. Mary also inquired about the case of Vibriosis and the case was among a homeless individual who is living in a barn, but would not disclose much more information and denied contact with seafood.

Environmental Health Report: Outdoor Environmental Director, Scott Morris presented a written report to the board and advised that last month he had updated the board on ODH conducting PFAS testing in Jacksontown. He updated that thirteen samples were taken, and the results are pending. Morris advised that yesterday was our last mosquito spray for the year, which included Legend Valley ahead of the Lost Lands Festival, which occurs this weekend. Tom and Scott will be inspecting the festival and campsites later this week. Mary inquired mosquito dunks and Scott advised they are larvicides that we can put in standing water to prevent mosquitos from hatching and continuing to reproduce.

Indoor Environmental Health and Quality Director, Greg Chumney provided a written report to the board and advised that the Lost Lands Festival occurring this weekend is their largest event of the year and they will be conducting food inspections at the event. Chumney advised that Alyssa Fraley, our new sanitarian came on staff yesterday and we have conditionally offered the Plumbing Inspector position to Chad Wing. Greg also advised that he is working with the Prosecutor's Office to complete what is needed in order to raise the food fees, and that the fees have not been raised in 20 years. As far as any admin reviews are concerned, Cherry Valley Hotel will be starting the process due to a drain fly issue and we have moved the location of the ServSafe Classes until that is resolved. Chad explained that we may meet informally with the food operators, and we believe that the average increase of the fees will be about 7%. We plan to propose the 1st hearing in October and hope to have the fee approved around the first of December. Board member Ed Smith inquired as to whether the fee would be revisited in the future as well, and Chad advised that we plan to educate them on our continuous



monitoring. John Wetmore inquired about the Lost Lands Festival and the number of food trucks at large festivals and if it causes a hardship for our staff. Greg explained our temporary fee does include the number of hours that it takes to inspect, and they typically take a team approach to completing these inspections, and the fee does cover our costs. Chad did advise that Legend Valley applied to expand their approved number of permanent campsites, which were originally approved in the 1970's, which would increase them from 500 approved sites to 1,000 sites. The application has been filed with ODH. Board member Rich Kozlowski inquired about what all is inspected at lost Lands and Greg explained that the entire EH team is involved with everything from water samples for all the wells, food truck inspections, wastewater storage, support vehicles to keep food storage at temperature, in addition to campsite distances, pet registration and fire lanes. The event runs Thursday to Sunday.

Maternal and Child Health Report: Maternal and Child Health Director, Todd Kirkpatrick provided a written report to the board and advised that he had very few additions and explained that EHS is off to a good start, and they are very happy with our staff. We received our Management Evaluation report from ODH for WIC and the comments on the report are documented on his written report, and there were no other comments or updates. John Wetmore inquired about the federal government looking into the aspect of how formulas are provided through the WIC program. Todd explained that presently, each state contracts with one company, and if a distributor and manufacturer has a shut down, it would impact the formula distribution, causing shortages like what we saw in most recent years. This would provide more flexibility to WIC families being able to use store brands, and other brands to ensure that families are able to get the formula that they need to. Chad provided kudos to Todd on the Management Evaluation and the continued positive results.

Health Promotion Report: Interim Health Promotion Director, Brianna Perkins Provided a written report to the board and advised the format and information for the Drug Overdose Prevention report has been updated. Bri advised that they also spoke to Adam Masters, Epidemiologist about the number of overdose fatalities that we have seen and as we started digging, we found that more Licking County residents have overdosed, but passed away in another county. We are able to see where the overdose occurred, but also where the death ultimately took place depending on medical transportation. We are looking to gather more data from previous years, but it seems that we are seeing a shift of where these overdose deaths are occurring. Chad also advised that ODMAP allows us to overlay maps that outlined Naloxone Distribution, with where the overdose deaths occurred, and try to target distribution areas. Board member, Rich Kozlowski asked if out of county residents are dying here and how those are counted. Bri advised that we see some, but not as great of a number as residents and that death certificates are filed in the county in which the death occurs, which is why we may not immediately see that Licking County residents are dying elsewhere. Kathy inquired about the number of overdoses at Legend Valley and Bri explained that there have been some, and that we are partnering with Legend Valley to provide Narcan to



the Medical Service that they use in exchange for data on the number of doses administered. We are also distributing directly to individuals attending the concert. Mary inquired about the Marijuana related overdose death and Bri advised that it contributed to the death but may not have been the primary cause of death. Bri advised ODH released their RFP for the RL grant which is focused on regional drug overdose prevention for \$350,000 for an 8 month year, but a total grant period of 5 years. If funded, the program will require us to work with other counties within our region and the application is currently due October 4th. We will ultimately need to hire for this grant, if funded. We anticipate through letters of support that we will be awarded the funds, but it is a competitive application. Bri also advised that Kennedy Thompson has now scheduled multiple sessions through the end of the year and into next year to teach the anti-vaping and smoke free curriculum in several schools.

Administrative Services Report: Director of Administrative Services Anna Wollenburg provided a written report to the board and advised while the trees were cut down around the building, she is working with Wilson's Garden Center to replace a Crimson Maple on the Eastern end of the building but will be doing so in the Spring. Wollenburg also advised that we are waiting for equipment to free up at another Claggett and Sons job site for our gutters to be installed. Additionally, the Enhanced Operations Special Conditions were approved to consider the appeal of construction costs, which will allow for the replacement of the ADA Doors, as well as the flooring in the basement. Wollenburg advised that work with Vertical Communications continues, and we anticipate moving to the new phone system the week of October 9th. Commissioner Brown advised that Wollenburg had been working to obtain a service contract for the generators that are on site, one of which had never had a major maintenance completed on it. In addition to the service agreement, we are working toward having software installed for the continued monitoring of the system.

Health Commissioner Report: Health Commissioner Mr. Chad Brown provided a written report to the board and advised that last Friday the Community Health Improvement Committee (CHIC) finalized the Community Health Improvement Plan (CHIP), and Chad will forward it out to the board for review. He advised that multiple other entities are involved, and some of the items included link to our Strategic Plan. Chad advised he has been meeting with Matt Allison of Licking County Transit and starting October 2nd, the new route will begin running towards our location, as well as several other locations around 21st street. He advised it is amazing to see how far transit has come, as transportation in general has been a pain point for a few years. We are helping to supply funding through the OHIZ grant while funding is available. Several other entities are providing additional funding as well. Chad advised we were seeing an increase in Covid cases, but this week is down from last week. We anticipate that we may have another spike in a couple weeks, but we do not have a lot of data to review, so we will monitor the numbers and see what happens. There has been an uptick in covid test kit distribution and the schools are now able to order their own, and they have been doing well in completing that. Chad provided an update on Equity



training and explained that we will have training with Kane learning for the management team on September 29, and all staff on October 9 as well as the CHIC committee, with funding provided from the Public Health Workforce grant.

Chad proposed the Board nominate Tracy Cloud and Lower Lights Health Center for the Public Health Guardian Award. She has been a great partner for us and has expanded their services in Licking County. Carole Wachtel made a motion to nominate Tracy, Larry Friesel Second. Motion approved.

Rich inquired about the update to the informed consent form for the Covid vaccine. Chad advised that he did send information on to the Prosecutor to review, which has been incorporated into our form, and the vaccine information sheet, which is provided to all patients, does include the potential health side effects of the covid vaccine.

Shelly Ellis inquired about the bus route and inquired if places like Newark Homeless Outreach will have information about the transit services being offered and Chad explained that it did, and the route will run Monday through Friday.

Chad provided an overview of the Strategic Plan to the board and review the Strategic Priorities as well as their objectives and asked the board for feedback. Overall, the board accepted the information and had discussion about setting timelines for objectives and focusing on educating the public about the services we do provide, which is outlined in the plan. A motion to approve was presented by John Wetmore, Rich Kozlowski second. Motion approved.

Financial Reports and Bills:

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

The August 2023 LCHD Bills were presented and discussed. Mary Billy inquired about what Blue Outdoor Holdings was and Anna Wollenburg advised that it is the company that completes the advertising in the mall. Carole Wachtel presented a motion to approve, Mary Billy second. All members voted yea; Motion passed.

Contract Agreements:

Resolution 2023-84 was presented to the board to enter into a contract with SD InSite which will enable LCHD to move forward with a time and effort reporting system to replace two current systems. A motion to approve was presented by Carole Wachtel, Kathy Wyatt second. Motion passed.

Resolution 2023-93 was presented to the board to enter into a contract with ESRI which will enable LCHD to provide ARC/GIS Licenses to two staff members, purchased by the



Enhanced Operations grant. A motion to approve was presented by Shelly Ellis, Kathy Wyatt second. Motion passed.

Resolution 2023-94 was presented to the board to enter into a contract with Legend Valley Concert Venue, which will enable LCHD Sanitarians to utilize a golf cart provided by the venue in order to conduct inspections during a large concert. Board Member Rich Kozlowski advised that the contract should have some sort of fee associated with it, of at least \$1.00. Carole Wachtel motioned to approve the resolution with the \$1.00 fee considered, Mary Billy second. Motion passed.

Resolution 2023-95 was presented to the board to enter into a contract with Claggett and Sons which will enable LCHD to replace the ADA doors to the building as part of the Enhanced Operations grant. A motion to approve was presented by Kathy Wyatt, Larry Friesel second.

Resolution 2023-96 was presented to the board to enter into a contract with Permittum which will enable LCHD to continue to provide online birth and death certificate purchasing. A motion to approve was presented by Shelly Ellis, John Wetmore second. Motion passed.

Resolution 2023-97 was presented to the board to enter into a contract with Big Al's Septic Service to fulfill a contract requirement for the WPCLF Program at 8941 Somerset Road, Thornville. A motion to approve was presented by Mary Billy, Carole Wachtel, second. Motion approved.

Executive Session: A motion was made by Mary Billy 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.

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
Mr. Rich Kozlowski	Yes
Mr. Ed Smith	Yes

The board entered Executive Session at: 7:27 PM

The board returned from Executive Session at 7:53 PM on a motion by Mary Billy,



Carole Wachtel second, 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 revision to the Personnel Policy was presented to the board which updated language of section 2.13 for the date of Evaluations, 4.05 to incorporate a wellness leave for completing wellness visits as required by our health insurance, and 4.25 to incorporate educational raises awarded for the completion of a college degree. A motion to approve was presented by Carole Wachtel, Kathy Wyatt second. Motion approved.
- b. An authorization for the acceptance of resignation for Logan Legg, Epidemiologist and Kim Bentley, BCCP Case Manager was presented to the board. A motion to approve was presented by Kathy Wyatt, second by Larry Friesel. Motion passed.
- c. An authorization to hire a Public Health Specialist and a BCCP Case Manager was presented to the board. A motion to approve was presented by Shelly Ellis, Carole Wachtel, second. Motion approved.

Board member comments:

Neish Grubaugh asked all members to try and attend the October meeting and to arrive at 5:15 so that an updated board photo. In addition, Neisha confirmed with the group that the November meeting should be moved to November 14th, one week earlier, as most members are traveling the week of Thanksgiving. Additionally, the December meeting should be fine to continue as scheduled.

The next scheduled meeting of the Licking County Board of Health will be held at 5:30 PM on October 17, 2023

The September 19, 2023, Licking County Board of Health was adjourned at 8:00 PM on a motion by Mary Billy, second by Kathy Wyatt. Meeting Adjourned.

Approved:

Neisha Grubaugh, Board of Health President

Chad Brown, Health Commissioner

Anna Wollenburg, Administrative Director

