



## Board of Health

## Minutes

October 17, 2023

**Call to Order** – The October 17, 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 Dr. Scarpitti, John Wetmore, Larry Friesel, Carole Wachtel, Neisha Grubaugh, Shelly Ellis, Kathy Wyatt, Ed Smith, and Rich Kozlowski.

Those not in attendance were Mary Billy and Chicky Dyer.

The Pledge of Allegiance was recited.

**Adoption of the Agenda:** Dr. Scarpitti made a motion to approve the amended meeting agenda, Shelly Ellis seconded. All members voted yea.

**Approval of Minutes:** The September 19, 2023 minutes were presented and discussed. A revision was noted to add an "l" to the end of the word Festival in the Indoor Environmental Report. A motion to approve was presented by Carole Wachtel, second by Kathy Wyatt. Dr. Scarpitti abstained. Motion passed.

**Introduction of New Staff:** Alyssa Fraley, EHSIT, was introduced to the board and given commendation to her quick start in the Food Program. Chad Wing, Plumbing Inspector, was introduced to the board and has been doing well learning under Chris Price. Audri Walker, PH Specialist, and Jacqueline Noe, PH Specialist, were both introduced to the board and advised they have both have been doing well under Adam's guidance. Carissa Williamson, BCCP Case Manager, has been a great fit in the program thus far.

**Presentation of Public Health Guardian Award:** Chad Brown introduced Tracy Cloud to the board and presented the award. Ms. Cloud is the CEO of Lower Lights Christian Health Center, which leased space off LCHD for about a year and a half and has been a great partner and addition to the health care community in the county. Cloud advised that when they first started looking for a facility, Chad was one of the first public officials she spoke to in the county and has had a positive experience since. Cloud advised that she has always felt LCHD and its board are very vested in the care of residents of Licking County.

Presentation of Years of Service Awards were presented by Chad Brown. Awards were presented to: Carole Wachtel for fifteen years of service as well as Shelly Ellis, John Wetmore, and Dr. Chicky Dyer for five years of service.

### **Public Comment:**

Barb Lechner of Granville, Ohio addressed the board.

**Hearings and Variances:** None.

**Community and Personal Health Report:** Director of Community and Personal Health Kari Kennedy provided a written report to the board and advised one of our TB cases we were following moved out of jurisdiction and we are investigating one other case to determine if it is an active or latent infection. Kari advised there was a Rocky Mountain Spotted Fever case, but results are still pending. The Hepatitis A case was an individual from Nepal, and we are still waiting to hear from them and the provider. The E. coli case did not have any commonalities with the other enteric diseases and is believed to have contracted it from their dog. Kathy Wyatt inquired if Rocky Mountain Spotted fever was only spread by one type of tick. Staff indicated they would research this and provide info to the board. Neisha provided thanks to Kari stepping onto the Community Health Clinic Board and helping with the initiative. Chad advised we have identified three Chicken Pox cases, yesterday and today, and the cases do not seem to be linked. Adam continues to review the cases and work with the school nurses associated with the cases. At this time, we are unclear on the vaccination status of the patients. Kari also advised COVID Vaccine clinics restarted today. We had about 40 patients and we are fully booked for next week. Rich Kozlowski advised that according to the CDC, Rocky Mountain Spotted Fever in our area is spread by the dog tick.

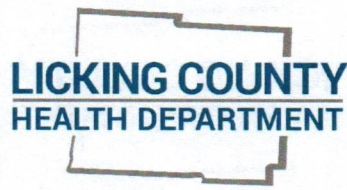
**Environmental Health Report:** Outdoor Environmental Director Scott Morris presented a written report to the board and advised he and Alec attended the Tick Symposium last week. It was very informative and provided details on tick range expansion and what to expect in our state. We currently have five different species of ticks located in our state. He learned additional information about the Asian Long Horned tick, and they are starting to see them on the eastern border of Ohio. One tick can produce about two to three thousand ticks per year, and they can reproduce asexually. The ticks are known for being attracted to heat and CO2 and they can rapidly overcome mammals. Scott advised awareness of tick diseases is part of our Strategic Plan, and he is working with other counties on their efforts to control spread and provide education. Neisha inquired if we wanted to do a big push next spring and Scott advised that we will continue the efforts from this year and continue to expand. Neisha also inquired about educating the Extension Office, 4-H, and Vo-Ag, if they still exist. Scott advised any type of partnership of that manner would do well and Neisha suggested that we distribute materials and education to them by the first of April for the Quality Assurance meetings that they are required to attend.

Indoor Environmental Health and Quality Director Greg Chumney provided a written report to the board and advised that he had no major updates other than to make the board aware that he had to meet with Cherry Valley Lodge and Chad on recurrent drain flies. The venue is working with a new company to rectify the issue, and Greg feels confident that this will not be a problem moving forward. Greg presented some data in relation to proposed food fee increases and we plan to have a hearing in early December to meet with all the operators and make them aware of the increase. As an

example, we currently charge the Level 3 Risk Facilities \$359.80, and we could charge them over \$500.00. We are only proposing to increase the fees by 7%. Greg advised the process of changing the fees is cumbersome, but he wants to be in the practice of doing so and reviewing the data. He plans to share this with the food vendors and report issues back to the board. Dr. Scarpitti asked how the fees compare to other counties as well as mobile fees. Greg advised that vending, mobile, and temporary fees are not being considered for an increase, but our risk fees are lower than other counties in the region. John Wetmore inquired about the cycle of reviewing the fees and Chad indicated we might look at it around the 2-year mark. Cost Methodologies are reviewed in EH on a yearly basis. Dr. Scarpitti inquired about Johnstown and expansion in the area, but we have not yet seen an increase in permits. Greg is working with Johnstown on any plan reviews with developers as expansion moves forward. Dr. Scarpitti inquired about water and sewer coming into the area as well and Chad advised there has been discussion among a lot of municipalities and there is a race to get the water and sewer in those areas.

**Maternal and Child Health Report:** Maternal and Child Health Director Todd Kirkpatrick provided a written report to the board and advised that the conference went well. He also advised they are brainstorming ideas to work more closely with Early Head Start and WIC to increase enrollment numbers. They have visited the LEADS center on East Main Street, and it takes repetition to get more involvement from those sites, but overall, the interaction is going well. The LCHD team just had a socialization last Friday so that the kids can interact with peers. A year ago, we were lucky to have a couple families show up and now it is not uncommon for 10 to 12 families to partake. The socialization and visit room is well used and some families request to come to our facility rather than having the visitors come to their homes. Todd advised it is always nice to attend national conferences and share information and allow peers the opportunity to ask questions. Kathy Wyatt inquired about measurements on the children and Todd explained they include height, weight, and iron checks for 6 months of age to two years of age.

**Health Promotion Report:** Interim Health Promotion Director Brianna Perkins provided a written report to the board and advised that most of her division was at a conference last week which went well with a lot of good sessions on leadership and Public Health. Bri advised that she and Kate Waldrop submitted the Regional Linkages to Care application a few weeks ago and should hear about funding on December 21 with a start date January 1. We received 31 letters of support from other health departments and agencies. Bri advised we have distributed 10 Drive to Succeed vouchers and have several additional students that are enrolled. The Car Seat program distributed 13 car seats in the month of September. LCHD was also selected by Safe Kids Worldwide and State Farm to host a car seat check event which will be this coming Monday at Altitude Trampoline Park at 7PM. Lasty, the SASS Pink Strides event had over 150 participants and Bri provided kudos to Katie Beaver for how well the event went.



**Administrative Services Report:** Director of Administrative Services Anna Wollenburg provided a written report to the board and advised that in her remaining weeks of employment with LCHD, she is working to document succession plans and train staff members, where appropriate, on certain duties. In addition, she advised that she will still live locally, should the need arise.

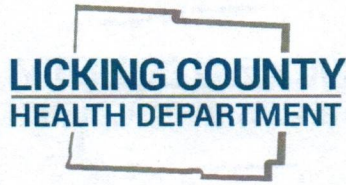
**Health Commissioner Report:** Health Commissioner Chad Brown provided a written report to the board and provided thanks to Anna for her service at the agency. Professional Development Day was last week, and Kane Learning was on site to provide Equity Training for our staff and will be back again this week to provide training to our CHIC Partners. Matt Allison from LC Transit was at the event as well and will be at LCHD to host a Press Conference for the new bus route. Dr. Scarpitti inquired how the amount for the Transit resolution was determined and Chad explained we determined the amount based off of the funding needed to support the route, as well as what was available from grant funding that we had available through the Ohio Health Improvement Zone Grant. Chad advised that Katie Beaver did a great job with the Pink Strides event and was also at the Newark Wildcats Football game to accept funding for SASS as well. Chad also advised that Ollie Neville did a great job helping with the SASS event. Chad advised we are participating in a full scale exercise this Thursday which demonstrates our ability to go to a regional distribution site and Adam and Wesley will be satisfying a grant requirement by doing so.

**Financial Reports and Bills:**

The financial reports were presented to the board and discussed. The September 2023 LCHD Financial Reports were approved on a motion by Carole Wachtel, Kathy Wyatt seconded. Dr. Scarpitti inquired about the budget line appearing in the negatives, but Chad explained it was just the budget and that another portion of the report outlines the true numbers for the year. All members voted yea; motion passed.

The September 2023 LCHD Bills were presented and discussed. Carole Wachtel presented a motion to approve, Kathy Wyatt seconded. Dr. Scarpitti inquired about several bills from DirecTec, which is our IT Contract, Suntrol, which installed bullet resistant film on all doors, Coughlin Automotive, which was for the purchase of two new vehicles, and ESRI, which was for the ARC GIS Mapping purchased by the EO grant. All members voted yea; motion passed.

Resolution 2023-98 was presented to the board for the appropriation of funds in the General Fund for Grant Contract Services as well as Resolution 2023-99, which was presented to the board for the appropriation of funds in the general fund Medical Supplies. A motion to approve was presented by Carole Wachtel, Dr. Scarpitti seconded. Motion passed.



Resolution 2023-100 was presented to the board for the appropriation of funds in the Private Water Systems Fund for Water Samples and Salary. A motion to approve was presented by Dr. Scarpitti, John Wetmore seconded. Motion passed.

Resolution 2023-101 was presented to the board for the transfer of funds in the WIC Fund to the General Fund for the second half of the Reimbursement. A motion to approve was presented by Carole Wachtel, Larry Friesel seconded. Motion passed.

**Contract Agreements:**

Resolution 2023-102 was presented to the board to enter into a contract with Licking County Transit which will enable LCHD to meet objectives described in the OHIZ Grant. A motion to approve was presented by Dr. Scarpitti, Shelly Ellis seconded. Motion passed.

Resolution 2023-103 was presented to the board to enter into a contract with Fulcrum which will enable LCHD to continue using the Fulcrum App to conduct and map sewage inspections and installations. A motion to approve was presented by Dr. Scarpitti, John Wetmore seconded. Motion passed.

Resolution 2023-104 was presented to the board to enter into a contract with United Health Care which will enable LCHD to continue billing UHC for medical services provided by LCHD in the clinic and to apply dental sealants. A motion to approve was presented by Carole Wachtel, Shelly Ellis seconded. Motion passed.

**Executive Session:** A motion was made by Dr. Scarpitti and seconded by Larry Friesel 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: 6:28 PM.

The board returned from Executive Session at 8:28 PM on a motion by Dr. Scarpitti, Larry Friesel seconded, with the roll call vote above reflecting the entrance and exit of the session.

**Personnel:**

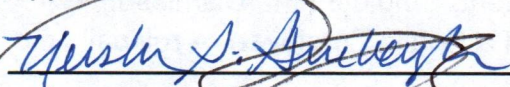
- a. An authorization for the acceptance of Anna Wollenburg's resignation was presented and discussed. A motion to accept, with regrets, was made by Carole Wachtel, Dr. Scarpitti seconded. Neisha Grubaugh voted to oppose the motion; all others approved. Original motion carried.
- b. An authorization to hire an Operations Manager and a Director of Fiscal Services was presented to the board. The Operations Manager position would fall within the Management category on the pay scale and have a starting pay rate of \$28.31 per hour. A motion to approve was presented by Dr. Scarpitti, seconded by John Wetmore. Motion approved.
- c. The 2024 Compensation Plan was presented and discussed. The 2024 Compensation Plan was approved, as presented, on a motion by Carole Wachtel, seconded by Dr. Scarpitti. Motion passed.

**Board member comments:**

Neisha Grubaugh reminded the board the next meeting will be held one week prior to the usual date on November 14, 2023, at 5:30 PM. Shelly Ellis provided thanks to Katie Beaver and Ollie Neville for their work at the Pink Strides Breast Cancer Walk.

The October 17, 2023, Licking County Board of Health was adjourned at 8:32 PM on a motion by Dr. Scarpitti, seconded by Carole Wachtel. Meeting adjourned.

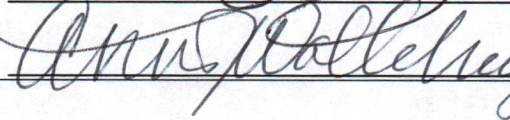
Approved:



Neisha Grubaugh, Board of Health President



Chad Brown, Health Commissioner



Anna Wollenburg, Administrative Director