**Board of Health** **Minutes** **January 16, 2024**

**Call to Order** – The January 16, 2024, board meeting was held with in-person attendance. President Neisha Grubaugh called the meeting to order at 5:31 PM.

Members in attendance were John Wetmore, Larry Friesel, Carole Wachtel, Neisha Grubaugh, Shelly Ellis, Kathy Wyatt, Mary Billy, Ed Smith, and Rich Kozlowski.

Those not in attendance were Dr. Patrick 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, Larry Friesel seconded. All members voted yea.

**Approval of Minutes**: The December 19, 2023, minutes were presented and discussed. Shelly Ellis stated she was not in attendance during the December meeting and was marked present. Katie Beaver updated the December minutes. A motion to approve was presented by John Wetmore, seconded by Kathy Wyatt. Motion passed.

**Introduction of New Staff:** Health Commissioner Chad Brown introduced Sorriah Wilson to the board. Sorriah is in her third week of employment at LCHD and is currently working on the new Regional Overdose Prevention Grant.

**Public Comment**: None.

**Hearings and Variances**: Resolution 2024-01 was presented to the board for 427 Garden Avenue, Newark, to be declared a nuisance. Carole Wachtel motioned to approve, seconded by John Wetmore. Motion approved.

**Community and Personal Health Report:** Director of Community and Personal Health Kari Kennedy provided a written report to the board. Kari stated she started meeting with local organizations on how we can utilize our new mobile clinic in the upcoming months. This past week, she met with Family Health Services and has a meeting next week with Lower Lights.

There were eight campylobacter cases in December; none of them were related. Some of the individuals who tested positive have new puppies, but they all refused testing for the puppies. There were four suspected Hepatitis A cases in December; none of them have been confirmed or appear to be in relation to each other. There were three legionella cases listed in the December report, all unrelated.

Kari also stated she and her team have been working with suspected Tuberculosis patients, which may show up on our communicable disease report next month.

**Environmental Health Report:** Outdoor Environmental Health Director Scott Morris presented a written report to the board. He presented a recent report of a lot split that was evaluated last month. During this evaluation, they discovered the soil analysis showed the distance to the water table was around 1 inch, and a minimum of 6” of in situ soil is required to install a sewage treatment system. The applicant’s intention is to build a storage shed on the 1-acre lot and sell the rest. Scott stated that currently, the deed would need to state this acreage would be deemed unbuildable, due to the distance to the water table. The applicant wants to install sewage treatment systems on the lower lots, but they would need a specific septic design due to the soil conditions, and they would need a variance from the Board.

Indoor Environmental Health and Quality Director, Greg Chumney provided a written report to the board. Greg advised we do have an intern starting next week from Ohio University.

**Maternal and Child Health Report:** Maternal and Child Health Director Todd Kirkpatrick provided a written report to the board.

**Health Promotion Report:** Health Promotion Director Brianna Perkins provided a provided a written report. John Wetmore questioned why we did not receive the CIP (Child Injury Prevention) Grant. Bri responded that she did investigate, and there were many applicants who applied for this grant. It was a smaller grant, and we are unsure what the rubric was.

Kathy Wyatt questioned what drugs are included under “stimulants” on the drug overdose report. Bri said she would get Kathy a more comprehensive list.

Shelly Ellis commended the car seat program and the number of car seats distributed in 2023. Shelly also questioned the overdose spikes in July and September and if they were connected to anything going on in the county or in Franklin County. Chad stated the cases were unrelated, and they were in different areas around Licking County, not in one specific area.

**Administrative Services Report**: Administrative Servies Director Taunja Dudgeon stated she has been working on sick leave conversion. Eight of the ten staff members elected to have a payout for their conversion rate, and the other two had their time turned into vacation.

Taunja also shared she and Grant Coordinator Kate Waldrop have been recently working on the 2023 audit.

**Health Commissioner Report:** Health Commissioner Chad Brown provided a written report to the board. Chad stated Claggett and Sons started working on the gutters the week before Christmas and are currently finishing those up. We also have a contract in place with Claggett to finish the flooring in the basement from Solid Waste to Building Code.

In 2024, the biggest expense we are looking at is resealing and striping the parking lot.

We are currently looking into ComDoc for our IT needs and finishing out our contract with DirecTec. We must give DirecTec 45 days’ notice to get out of the contract, and hopefully the two companies will work well together in this transition.

Chad shared Ford Electric and Buckeye Power installed Gen-Trackers on the two generators. These allow Chad and Greg to receive an alert if a generator turns on or off.

Chad discussed the Licking County Warming Center Task Force and how it was activated Sunday – Tuesday night. There is a high probability there will be another activation this upcoming weekend.

Chad discussed the 2024 Solar Eclipse and what is expected during this time frame. He stated we do have a couple tabletop exercises in February, and that we will more than likely mimic the county and whatever they decide to do regarding staffing that day.

**Financial Reports and Bills:**

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

The December 2023 LCHD Bills were presented and discussed. Carole Wachtel presented a motion to approve, Shelly Ellis seconded. Mary Billy questioned the cost of eMocha, which is a software we use to watch Tuberculosis patients take their medication. We use this software, so our staff do not have to use their personal phones to call patients. All members voted yea; motion passed.

Resolution 2024-02 was presented to the board to enter into an agreement to transfer funds into the sewage fund. A motion to approve was presented by John Wetmore, Larry Friesel seconded. Motion passed.

The Updated Fee Schedule was presented to the board. A motion to approve was presented by Carole Wachtel, Ed Smith seconded. Motion passed as an emergency measure.

**Contract Agreements**:

Resolution 2024-03 was presented to the board to enter into an agreement with United Health Care. A motion to approve was presented by Mary Billy, Shelly Ellis seconded. Motion passed.

Resolution 2024-04 was presented to the board to enter into an agreement with ComDoc. A motion to approve was presented by Carole Wachtel, John Wetmore seconded. Motion passed.

Resolution 2024-05 was presented to the board to enter into an agreement with LEADS Community Action. A motion to approve was presented by Mary Billy, John Wetmore seconded. Motion passed.

Amended Resolution 2023-119 was presented to the board to approve the editing of the funding source for the contract from the Ohio Health Impact Zones Grant to the Creating Health Communities Grant. A motion to approve was presented by Shelly Ellis, Carole Wachtel seconded. Motion passed.

**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, or compensation of a public employee. A role call vote was conducted to enter and exit the session.

Mrs. Mary Billy: Yes  
Mr. John Wetmore: Yes  
Mr. Larry Friesel: Yes  
Mr. Ed Smith: Yes  
Mr. Rich Kozlowski: Yes  
Mrs. Neisha Grubaugh: Yes  
Mrs. Carole Wachtel: Yes  
Mrs. Shelly Ellis: Yes  
Mrs. Kathy Wyatt: Yes

The board entered Executive Session at 6:40 PM.   
The board returned from Executive Session at 7:05 PM on a motion by Carol Wachtel, Larry Friesel seconded, with the roll call vote above reflecting the entrance and exit of the session. No action was taken.

**Personnel:**

1. An authorization for the acceptance of resignation for Tammie Ridgeway, Dental Assistant, was received. A motion to accept with regrets was presented by Mary Billy, Carole Wachtel seconded. Motion passed.
2. An authorization to hire two summer interns and a Dental Assistant were presented to the board. A motion to approve was presented by Carole Wachtel, Kathy Wyatt seconded. Motion passed.
3. Spring Professional Development Day Approval was approved under the Health Commissioner’s report. Carole Wachtel moved to approve; Ed Smith seconded.

**Board Member Comments:** Neisha Grubaugh requested to send flowers regarding the passing of former Environmental Health Director, Robert Sealock. Chad said he will look into this and send something.

The January 16, 2024, Licking County Board of Health was adjourned at 7:12 PM on a motion by Mary Billy, seconded by Carole Wachtel. Meeting adjourned.

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Neisha Grubaugh, Board of Health President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chad Brown, Health Commissioner

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Katie Beaver, Operations Manager