

Board of Health

Minutes

October 15, 2024

Call to Order – The October 15, 2024, board meeting was held with in-person attendance. President Neisha Grubaugh called the meeting to order at 5:30 PM.

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

Those not in attendance were Larry Friesel.

The Pledge of Allegiance was recited.

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

Approval of Minutes: The September 17, 2024, minutes were presented and discussed. A motion to approve was presented by Carole Wachtel, seconded by Dr. Scarpitti. Neisha Grubaugh and Shelly Ellis abstained. Motion passed.

Introduction of New Staff: Health Commissioner Chad Brown introduced Chuck Lasure, Facilities Manager, Katie Pound, Dietitian, and Donna Weyrich, EH Clerk.

Public Comment: None.

Service awards were presented to Neisha Grubaugh and Dr. Scarpitti. Larry Friesel was absent but also recognized.

Hearings and Variances:

- **10927 Van Fossen Rd, Johnstown, HSTS Distance** – HSTS Separation Distance. Based on site conditions staff recommended approval. Dr. Scarpitti motioned to approve, seconded by John Wetmore. Motion approved.

Community and Personal Health Report: Director of Community and Personal Health Kari Kennedy was absent but provided a written report to the board. Carole Wachtel commended the use of the mobile clinic for the speed at which vaccines were given at the clinic she attended. Chad stated that Chuck Lasure is working to build a set of steps to be used with the mobile unit to make access easier for patients.

Environmental Health Report: Outdoor Environmental Health Director Scott Morris provided a written report to the board. Scott stated that Tom Weigand would be moving to a more generalist position within EH. Evan Beatty will be transferring from Health Education to EH as the new REHS, working primarily in our outdoor programs.

Indoor Environmental Health Director Traven Wood provided a written report to the board. Traven stated that on September 30th he held a virtual meeting with our licensed food operators. Approximately 70 people/facilities were in attendance for the meeting. This was a chance for Traven to review updates to the food code, internal program updates and review historical data. The response was very positive. Traven is hoping to hold a meeting like this twice a year moving forward. Kathy Wyatt commended staff for seeking new and innovative ways to do their jobs and reach more people. Chad commented that Traven has done a great job stepping into the role as Indoor Environmental Health Director.

Maternal and Child Health Report: Maternal and Child Health Director Todd Kirkpatrick was absent but provided a written report to the board. John Wetmore commented that he appreciates the work Todd is doing on the continued funding of the WIC program.

Health Promotion Report: Health Promotion Director Brianna Perkins provided a written report. Brianna recognized Caitlin Epps for passing her Certified Health Education Specialist exam. This is not a requirement of the position, but there are now 5 Health Educators with this certification. Kiersten Jay will be stepping in as the Interim Health Promotion Manager while Bri is on maternity leave and is doing a great job. Carole commented that she appreciated the balance class that Kiersten held. Shelly also commented that she had a friend that used the car seat check program and was very pleased with how smooth the process was, and all her questions were answered. Chad commented that he will be seeking more funding for the Uber Health program as that grant will be coming to an end.

Administrative Services Report: Taunja Dudgeon Director of Fiscal Services provided a written report. Taunja stated that the new Fiscal Clerk started yesterday. She will likely be working in Pataskala on Monday, Wednesday and Friday and in the Newark office on Tuesday and Thursday. She will also be cross training to help in the front office and the clinic. Ashley Rickett has obtained her Notary License and will also be helping in the Pataskala office. Ed Smith inquired about the audit. All information has been handed over and after 1 more management review we will be given a draft report. An extension was required this year because the auditor had not completed the review on time. Next year the review will be done by a private firm.

Health Commissioner Report: Health Commissioner Chad Brown provided a written report to the board. Chad stated that we have received the first payment to fund the Community Navigator position. He hopes to have that position filled soon.

Pink Strides is scheduled for October 19th. There are over 200 people registered for this year, which is a new record for the number of attendees. Maddie Campbell has been overseeing the event and has done a great job. Kelli Hopkins has also done an excellent job at getting donations for the event. The county cheer teams have all been invited to attend and cheer on the walkers.

The new Emergency Response Coordinator will be joining the staff next week. He brings a lot of experience to the position.

Kane Learning spoke at Professional Development Day and one of the exercises was to find out what the staff liked about working in the health department and where they thought the health department could do better. Two items mentioned that need work are the onboarding process and the IT situation. There are plans to revamp our onboarding process and Xerox will be on site every 2 weeks to address any issues. Chad will send out the report to the Board that Kane Learning provided regarding that activity.

Financial Reports and Bills:

The financial reports were presented to the board and discussed. The September 2024 LCHD Financial Reports were approved on a motion by Carole Wachtel, Kathy Wyatt seconded. All members voted yea; motion passed.

The September 2024 LCHD Bills were presented and discussed. Carole Wachtel presented a motion to approve, Shelly Ellis seconded. All members voted yea; motion passed.

Resolution 2024-78 was presented to the board for appropriation of \$75,000 from the unappropriated funds in the General Fund (6003) to the Contract Services Line Item (6003-000-5312) in the General Fund and the appropriation of \$50,000 from the unappropriated funds in the General fund (6003) to the Medical Supplies Line Item (6003-000-5447). A motion to approve the amended resolution was presented by Mary Billy, John Wetmore seconded. Motion passed.

The 2025 Operating Budget was presented and discussed. Dr. Scarpitti presented a motion to approve, Kathy Wyatt seconded. Motion passed.

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Contract Agreements:

Resolution 2024-51 was presented to the board to enter into an agreement and Day Reporting for LCHD's Integrated Harm Reduction Program by December 31, 2024. A motion to approve the amended resolution was presented by Carole Wachtel, Shelly Ellis seconded. Motion passed.

Resolution 2024-52 was presented to the board to enter into an agreement with Shepherd Hill for LCHD's Integrated Harm Reduction Program. A motion to approve the amended resolution was presented by Carole Wachtel, Shelly Ellis seconded. Motion passed.

Resolution 2024-79 was presented to the board to enter into an agreement with CTEC to implement the Advocacy Through Art Program. A motion to approve was presented by Dr. Scarpitti, Ed Smith seconded. Motion passed.

Resolution 2024-80 was presented to the board to enter into an agreement with the Licking County Department of Job and Family Services to implement the Adult Falls Prevention Program. A motion to approve was presented by Carole Wachtel, Kathy Wyatt seconded. Motion passed.

Resolution 2024-81 was presented to the board to enter into an agreement with Union County Public Health to implement the Regional Linkages Program. A motion to approve was presented by Mary Billy, Dr. Scarpitti seconded. Motion passed.

Resolution 2024-82 was presented to the board to enter into an agreement with LAPP as part of the Integrated Harm Reduction Program. A motion to approve was presented by Carole Wachtel, Shelly Ellis seconded. Motion passed.

Resolution 2024-83 was presented to the board to enter into an agreement with Shepherd Hill as part of the Integrated Harm Reduction Program. A motion to approve was presented by Shelly Ellis, Ed Smith seconded. Motion passed.

Resolution 2024-84 was presented to the board to enter into an agreement with ComDoc, to upgrade the IT network within the LCHD facility. A motion to approve was presented by Dr. Scarpitti, Kathy Wyatt seconded. Motion passed.

Resolution 2024-85 was presented to the board to enter into an agreement with ComDoc, to upgrade the servers within the LCHD facility. A motion to approve was presented by Dr. Scarpitti, Shelly Ellis seconded. Motion passed.

Resolution 2024-86 was presented to the board to enter into an agreement with ComDoc, to install IT upgrades within the LCHD facility. A motion to approve was presented by Carole Wachtel, Mary Billy seconded. Motion passed.

Resolution 2024-87 was presented to the board to enter into an agreement with the Coshocton County Children and Family First Council to implement the Cribs for Kids Program. A motion to approve was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.

Resolution 2024-88 was presented to the board to enter into an agreement with the Zanesville-Muskingum County Health Department to implement the Cribs for Kids Program. A motion to approve was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.

Resolution 2024-89 was presented to the board to enter into an agreement with the Knox County Public Health to implement the Cribs for Kids Program. A motion to approve was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.

Executive Session: A motion was made by Dr. Scarpitti and seconded by John Wetmore to enter Executive Session to consider the appointment, employment, dismissal, discipline, promotion, or compensation of a public employee. A roll call vote was conducted to enter the session, with all members voting yea.

The board entered Executive Session at 6:39 PM.

The board returned from Executive Session at 8:52 PM on a motion by Dr. Scarpitti, Ed Smith seconded, with the roll call vote, and all members voting yea.

Executive session:

Personnel:

- a. An authorization for the acceptance of resignations for Lucille Gould, Health Educator, and Casey Thomas, EH Clerk, was received. A motion to accept with regret was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.

- b. An authorization to approve the Employment Contract for the Health Commissioner with an effective date of October 12, 2024, was received. A motion to accept was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.
- c. An authorization to approve the pay scale revision was received. A motion to accept was presented by Shelly Ellis, Carole Wachtel seconded. Motion passed.
- d. An authorization to approve the 2025 Compensation Plan was received. A motion to accept was presented by Dr. Scarpitti, Kathy Wyatt seconded. Motion passed.
- e. An authorization to approve out of state travel for Mallory Wardle, Health Educator, to attend the Conference of the Injury Free Coalition for Kids in Ft. Lauderdale, FL, on December 5-8, 2024, was received. A motion to accept was presented by Shelly Ellis, Carole Wachtel seconded. Motion passed.

Board Member Comments:

- Chad Brown suggested Matt Allison with Licking County Transit be considered to receive the Public Health Guardian Award for all the work he has done for the transit system in the county. A motion to approve the nomination was made by Carole Wachtel, Shelly Ellis seconded. Motion passed.

The October 15, 2024, Licking County Board of Health was adjourned at 8:56 PM on a motion by Dr. Scarpitti, seconded by John Wetmore. Meeting adjourned.

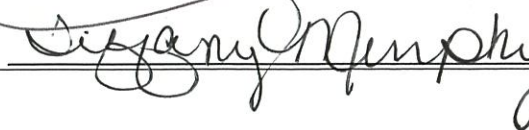
Approved:



Neisha Grubaugh, Board of Health President



Chad Brown, Health Commissioner



Tiffany Murphy, Executive Assistant