

**NEWARK**

(740)-349-6535

675 Price Rd.

Newark, OH 43055

**PATASKALA**

(740) 755-4520

621 W. Broad St.

Pataskala, OH 43062

[www.lickingcohealth.org](http://www.lickingcohealth.org)**Board of Health****Minutes****November 19, 2024**

**Call to Order** – The November 19, 2024 board meeting was held with in-person attendance. President Neisha Grubaugh called the meeting to order at 5:28 PM.

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

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 October 15, 2024, amended minutes were presented and discussed. A motion to approve was presented by Carole Wachtel, seconded by Kathy Wyatt. Motion passed.

**Introduction of New Staff:** Health Commissioner Chad Brown introduced Mallory Wardle, Health Educator, Ebony Harris, Health Educator, Roslynn Bradley, EH Clerk, Lila Miller, Fiscal Clerk and Chris Courtney, Emergency Response Coordinator.

**Public Health Guardian Award:** This year's award was presented to Matthew Allison, Executive Director of Licking County Transit.

**Public Comment:** None.

**Hearings and Variances:**

- **4143 Corner Rd., Alexandria, HSTS Distance** – HSTS Separation Distance. Based on site conditions staff recommended approval. Carole Wachtel motioned to approve, seconded by Dr. Scarpitti. Motion approved.
- **165 Greenfield Ave., Newark, HSTS Distance** – HSTS Separation Distance. Based on site conditions staff recommended approval. Dr. Scarpitti motioned to approve, seconded by John Wetmore. Motion approved.
- **19922 Bell Church Rd., Newark, HSTS Distance** – HSTS Separation Distance. Based on site conditions staff recommended approval. Larry Friesel motioned to approve, seconded by John Wetmore. Motion approved.
- **Fee Adoption** – ENDS Facilities in the City of Health. Discussion was held. Carole Wachtel motioned to approve, seconded by Ed Friesel. Motion approved as an emergency measure.

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**Community and Personal Health Report:** Director of Community and Personal Health Kari Kennedy provided a written report to the board. Kari stated that Sherry Selfe is now the new Community Navigator. In October there were 4 confirmed cases of Pertussis and in November there were 2. These are from all age ranges with only 2 of the 6 not vaccinated. There are no links between the cases and the department will continue with their education on the benefits of vaccinations.

**Environmental Health Report:** Outdoor Environmental Health Director, Scott Morris, presented a written report to the board. Scott stated that he is actively working with the owner of the unlicensed campground on Cooper Rd. A letter instructing them to refrain from adding campers to the location was issued. The property owner has requested 90 days to get the campers off the property as the residents will need to relocate. A deadline of 2/12/2025 was given to have the campers removed from the property. A request was also made by the owner to use the existing septic tank for temporary holding tank. Scott sent a list of the requirements that must be met. The property owner has until 12/13/2024 to meet those requirements. The Septic Installer also received a letter because they are not registered to do work in Licking County. The Fallsburg Landfill has a new owner. Scott has scheduled a call with the new owner and OEPA.

Indoor Environmental Health Director, Traven Wood, submitted a written report to the board. Traven stated that Tom Weigand is training in the food service program and that it is going well. The last Servsafe course for the year is filling up and will be held on December 10 & 11<sup>th</sup> at the Virtues Golf Course. The Ohio Department of Health is scheduled to be here December 3<sup>rd</sup> - 5<sup>th</sup> to conduct the food service survey.

**Maternal and Child Health Report:** Maternal and Child Health Director, Todd Kirkpatrick, provided a written report to the board. Todd stated that they are currently scheduling 2 weeks out for anyone that is not a new mother/baby. Wait time from clinic to counseling is about 15 minutes. Part-time staff member, Katie Pound, is doing well in her training.

**Health Promotion Report:** Health Promotion Director, Brianna Perkins, is on Maternity Leave but provided a written report. Kierstin Jay, Interim Health Promotion Manager, stated that she had nothing to add to the report. Chad commended Kierstin for doing a great job adjusting to covering for Bri. Chad did add that funding for the Uber Health Program is only through May. If a sustainable funding source can be found, the program will be able to continue.

**Administrative Services Report:** Taunja Dudgeon, Director of Fiscal Services, provided a written report. She added that we are prepping for the 2025 audit. Lila Miller, Fiscal Clerk, is doing an outstanding job and has already started covering the Pataskala office on her own.

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**Health Commissioner Report:** Health Commissioner Chad Brown provided a written report to the board. Chad added that LACA (Licking Area Computer Association) presented a demo on their cloud-based phone system. We have started using PolicyStat, a cloud-based program that will keep all our policies in one easily accessible place for staff. One of the things that came out of Professional Development Day was that our onboarding process needed to be improved. Tiffany Murphy is taking on this project and with the help of Taunja Dudgeon and Chad. Chad had a call with the Director of ODH to inquire why our application for RL supplemental funding. After discussing the funding with ODH staff it became apparent LCHD would not be able to reach the target population based on ODH's requirements. With approval from the Board of Health, Chad will officially notify ODH LCHD will no longer pursue this funding. He will write a letter of support for Franklin County to receive the funding if requested. Dr. Scarpitti moved to support the decision to not reapply for the grant, Mary Billy seconded. Motion approved.

**Financial Reports and Bills:**

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

The October 2024 LCHD Bills were presented and discussed. Mary Billy presented a motion to approve, Shelly Ellis seconded. All members voted yea; motion passed.

Resolution 2024-90 was presented to the board for the appropriation of funds in the Private Water, Campgrounds and General Funds. A motion to approve was presented by Dr. Scarpitti, Carole Wachtel seconded. Motion passed.

**Contract Agreements:**

Rescind Resolution 2024-86 was presented to the board. This resolution was an agreement with ComDoc to install IT upgrades within the LCHD facility. A motion to approve was presented by Dr. Scarpitti, Ed Smith seconded. Motion passed.

Rescind Amended Resolution 2024-52 was presented to the board. This resolution was presented in error to supply an incorrect entity with 155 hygiene kits for LCHD's Integrated Harm Reduction Program. A motion to approve was presented by Dr. Scarpitti, Kathy Wyatt seconded. Motion passed.

Amended Resolution 2024-53 was presented to the board to enter into an agreement with Shepherd Hill to supply 155 hygiene kits for LCHD's Integrated Harm Reduction Program. A motion to approve was presented by Carole Wachtel, Shelly Ellis seconded. Motion passed.

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Resolution 2024-91 was presented to the board to enter into an agreement with Perry & Associates CPAs, A.C., via the Ohio Auditor of State's Office to conduct LCHD's annual financial audits from January 1, 2024 through December 31, 2028. A motion to approve was presented by Mary Billy, Carole Wachtel seconded. Motion passed.

Resolution 2024-92 was presented to the board to enter into an agreement with the Ohio EPA to allow LCHD to conduct the HB 110 Semi Public Sewage Treatment System Inspection Program on behalf of OEPA within Licking County. A motion to approve was presented by Dr. Scarpitti, Carole Wachtel seconded. Motion passed.

Resolution 2024-93 was presented to the board to enter into an agreement with the Buckeye Valley YMCA to implement the Child Injury Prevention Program. A motion to approve was presented by Kathy Wyatt, Shelly Ellis seconded. Motion passed.

Resolution 2024-94 was presented to the board to enter into an agreement with the Delaware Public Health District, to implement the Regional Prevention and Linkages to Care Collaborative Program. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

Resolution 2024-95 was presented to the board to enter into an agreement with the Fairfield County Health Department, to implement the Regional Prevention and Linkages to Care Collaborative Program. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

Resolution 2024-96 was presented to the board to enter into an agreement with Fayette County Public Health, to implement the Regional Prevention and Linkages to Care Collaborative Program. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

Resolution 2024-97 was presented to the board to enter into an agreement with the Hocking County Health Department, to implement the Regional Prevention and Linkages to Care Collaborative Program. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

Resolution 2024-98 was presented to the board to enter into an agreement with Knox County Public Health, to implement the Regional Prevention and Linkages to Care Collaborative Program. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

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Resolution 2024-99 was presented to the board to enter into an agreement with Madison County Public Health, to implement the Regional Prevention and Linkages to Care Collaborative Program. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

Resolution 2024-100 was presented to the board to enter into an agreement with Marion County Public Health, to implement the Regional Prevention and Linkages to Care Collaborative Program. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

Resolution 2024-101 was presented to the board to enter into an agreement with the Morrow County Health Department, to implement the Regional Prevention and Linkages to Care Collaborative Program. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

Resolution 2024-102 was presented to the board to enter into an agreement with the Perry County Health Department, to implement the Regional Prevention and Linkages to Care Collaborative Program. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

Resolution 2024-103 was presented to the board to enter into an agreement with Pickaway County Public Health, to implement the Regional Prevention and Linkages to Care Collaborative Program. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

Resolution 2024-104 was presented to the board to enter into an agreement with Fleetio to implement Fleetio's fleet management software. A motion to approve was presented by Dr. Scarpitti, Carole Wachtel 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, 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 6:35 PM.

The board returned from Executive Session at 7:01 PM on a motion by Dr. Scarpitti, Larry Friesel seconded, with the roll call vote, and all members voting yea. No action was taken as a result of the Executive Session.



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**Personnel:**

- a. An authorization for the approval of Personnel Manual updates was presented. A motion to approved was presented by Carole Wachtel, Kathy Wyatt seconded. Motion passed.
- b. An authorization for the acceptance of resignation for Nadia Ahmed, Health Educator, was presented. A motion to accept, with regret, was presented by Carole Wachtel, Shelly Ellis seconded. Motion passed.
- c. An authorization to Hire a Health Educator and a Grant Specialist was presented. A motion to approve was presented by Dr. Scarpitti, Ed Smith seconded. Motion passed.
- d. Resolution 2024-105 was presented to the board regarding the 2024 Financial Audit. A motion to approve was presented by Dr. Scarpitti, Shelly Ellis seconded. Motion passed.
- e. Resolution 2024-106 was presented to the board regarding OPERS notification. A motion to approve was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.

**Board Member Comments:** None.

The November 19, 2024, Licking County Board of Health was adjourned at 7:04 PM on a motion by Dr. Scarpitti, seconded by Mary Billy. Meeting adjourned.

Approved:

Neisha Grubaugh, Board of Health President

Chad Brown, Health Commissioner

Tiffany Murphy, Executive Assistant