

**NEWARK**

(740)-349-6535
675 Price Rd.
Newark, OH 43055

PATASKALA

(740) 755-4520
621 W. Broad St.
Pataskala, OH 43062

www.lickingcohealth.org

Board of Health**Minutes****December 17, 2024**

Call to Order – The December 17, 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 Neisha Grubaugh, Ed Smith, Mary Billy, Larry Friesel, Shelly Ellis, Kathy Wyatt, and Rich Kozlowski.

Those not in attendance were Dr. Patrick Scarpitti, Carole Wachtel and John Wetmore.

The Pledge of Allegiance was recited.

Adoption of the Agenda: Larry Friesel made a motion to approve the meeting agenda, Shelly Ellis seconded. All members voted yea.

Approval of Minutes: The November 19, 2024, minutes were presented and discussed. A motion to approve was presented by Kathy Wyatt, seconded by Shelly Ellis. Motion passed.

Hearings and Variances:

- **1160 Chestnut Hills Rd., Granville, HSTS Distance** – Staff recommended approval. Larry Friesel made a motion to approve, seconded by Kathy Wyatt. Motion approved.
- **5631 Battee Rd., Alexandria, HSTS Distance** –Staff recommended approval. Mary Billy made a motion to approve, seconded by Kathy Wyatt. Motion approved
- **18 Sinalda Ave, Newark, HSTS Distance** – The design for the HSTS has not yet been received. Larry Friesel made a motion to table the variance until all documentation has been submitted. Ed Smith seconded the motion. Motion approved.
- **ENDS Regulation Adoption** – The regulations will only be enforced in the city of Heath. Mary Billy made a motion to approve, seconded by Larry Friesel. Motion approved

Community and Personal Health Report: Director of Community and Personal Health, Kari Jones, provided a written report to the board. Kari stated that planning for the Community Baby Shower is ongoing. This is a brand-new project for the health department and the response has been tremendous. Approximately 90 families have

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registered so far and we may need to move the event to a different location to accommodate everyone. The shower will be held on February 27, 2025, from 9:30AM – 12:30PM. A question was raised regarding the cases of Yersiniosis noted on the infectious disease report. None of the cases involve travel and there doesn't appear to be any connection between the cases. The increase in Chlamydia was discussed, but it has not exceeded the threshold set based on historic data.

Environmental Health Report: Outdoor Environmental Health Director, Scott Morris, provided a written report to the board. Scott stated the deadline for the owner of the Cooper Rd. property to meet the requirements to use the existing septic tank for temporary holding has passed. All information has been turned over to the prosecutor's office. Scott was also commended for his updates to the website. He credits Kane Learning for all their help with those updates.

Indoor Environmental Health Director, Traven Wood, provided a written report to the board. Traven also stated that the 2 facilities that were in the EEP for pest concerns have been discharged from the program. They have worked with a pest control company to take care of their issues. The ODH Food Safety Program survey is complete. The division scored 100% on the review. The department is still moving forward with transitioning to the new Healthspace Cloud system.

Maternal and Child Health Report: Maternal and Child Health Director, Todd Kirkpatrick, provided a written report to the board. Todd stated that they have been trying to make sure clients come to their appointment the first time. They no show and then must be rescheduled and that appointment time was wasted. Since they've begun sending a text message the morning of the client's appointment, show rates have increased by 16%.

Health Promotion Report: Interim Health Promotion Director, Kierstin Jay, provided a written report. Kierstin also stated that Health Educator, Mallory Wardle, is now a Certified Child Passenger Safety Technician.

Administrative Services Report: Director of Fiscal Services, Taunja Dudgeon, provided a written report. She also stated that the audit is complete, and we received a clean report. Lila Miller has begun training to take on some extra duties when Ashley Ricket leaves the department on December 20, 2024.

Health Commissioner Report: Health Commissioner, Chad Brown, provided a written report to the board.

Chad commented that he is looking into piloting a program for an EMS Navigator. This person would function similar to our Community Navigator. When a non-emergency call

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is received by 911 dispatch, EMT's will respond. If assistance is given, but no trip to the Emergency Department is required, the patient would be referred to our EMS Navigator to assist the patient in finding resources to try and reduce future non-emergency calls to 911. This is a work in progress and will take some time to plan and implement.

Chad is also looking in to contracting with Local Public Health Services Collaborative that would handle all medical billing for the health department. The hope is that this will save costs, increase revenue and free up a staff member to take on additional duties.

The project of improving our onboarding process is still ongoing. There will be a meeting on December 20 with staff that have been hired in the last 18 months to get their opinions and ideas on what we can do to improve. A suggestion was made to reach out to county HR to check for something we may have missed that should be included in the onboarding process.

Chad will be interviewed Wednesday morning at 9AM on 107.7's Talk of the Town.

Financial Reports and Bills:

The financial reports were presented to the board and discussed. The November 2024 LCHD Financial Reports were approved on a motion by Mary Billy, Ed Smith seconded. All members voted yea; motion passed.

The November 2024 LCHD Bills were presented and discussed. Shelly Ellis presented a motion to approve, Kathy Wyatt seconded. All members voted yea; motion passed.

Resolution 2024-107 was presented to the board to appropriate funds in the General Fund, Private Water Fund and WIC Fund. A motion to approve was presented by Mary Billy, Larry Friesel seconded. Motion passed.

Contract Agreements:

Resolution 2024-108 was presented to the board to authorize the Licking County health Commissioner to make such contracts, transfers, certifications and changes to appropriations as are necessary to accomplish those needs for calendar year 2024. A motion to approve was presented by Kathy Wyatt, Mary Billy seconded. Motion passed.

Resolution 2024-109 was presented to the board to enter into an agreement with the Licking County Department of Records and Archives to allow LCDRA to properly dispose of public records for the 2025 calendar year. A motion to approve was presented by Shelly Ellis, Kathy Wyatt seconded. Motion passed.

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Resolution 2024-110 was presented to the board to enter into an agreement with CFLP Solid Waste District to allow LCHD to conduct solid waste enforcement. A motion to approve was presented by Larry Friesel, Mary Billy seconded. Motion passed.

Resolution 2024-111 was presented to the board to enter into an agreement with Licking County Board of Commissioners to lease office space to the Licking County Building Code Department. A motion to approve was presented by Mary Billy, Kathy Wyatt seconded. Motion passed.

Resolution 2024-112 was presented to the board to enter into an agreement with Infal for their financial tracking software. A motion to approve was presented by Shelly Ellis, Ed Smith seconded. Motion passed.

Resolution 2024-113 was presented to the board to approve the addendum to the Regional Linkages Contracts with Fairfield County Health Department, Hocking County Health Department, Morrow County Health Department, Delaware Public Health District, Knox Public Health, Madison County Public Health, Fayette County Public Health, Marion Public Health, Perry County General Health District, and Pickaway County Public Health. A motion to approve was presented by Mary Billy, Ed Smith seconded. Motion passed.

Resolution 2024-114 was presented to the board to enter into an agreement with the CFLP Solid Waste District to lease office space at the Licking County Health Department. A motion to approve was presented by Mary Billy, Shelly Ellis seconded. Motion passed.

Resolution 2024-115 was presented to the board to enter into an agreement with Quadient Financial Services for the lease of a postage machine. A motion to approve was presented by Shelly Ellis, Mary Billy seconded. Motion passed.

Resolution 2024-116 was presented to the board to enter into an agreement with Licking County Job & Family Services – Adult Protective Services to implement the Adult Falls Prevention Program. A motion to approve was presented by Mary Billy, Kathy Wyatt seconded. Motion passed.

Resolution 2024-117 was presented to the board to enter into an agreement with Licking County Transit for the CHC Program. A motion to approve was presented by Ed Smith, Shelly Ellis seconded. Motion passed.

Resolution 2024-118 was presented to the board to enter into an agreement with Mental Health America of Licking County for the Youth Suicide Prevention Program. A motion to approve was presented by Ed Smith, Kathy Wyatt seconded. Motion passed.

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Resolution 2024-119 was presented to the board to enter into an agreement with Together We Grow Inc for the CHC Program. A motion to approve was presented by Mary Billy, Kathy Wyatt seconded. Motion passed.

Executive Session: A motion was made by Larry Friesel and seconded by Mary Billy 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 6:36 PM.

The board returned from Executive Session at 6:47 PM on a motion by Larry Friesel, Mary Billy seconded, with the roll call vote and all members voting yea.

No action was taken as a result of the Executive Session.

Personnel:

- a. An authorization for the acceptance of resignations for Ashley Ricket, Fiscal Clerk, and Christine Wolford, Finance Manager, was received. A motion to accept was presented by Larry Friesel, Shelly Ellis seconded. Motion passed.
- b. An authorization to hire a Clerk was presented to the board. A motion to approve was presented by Kathy Wyatt, Mary Billy seconded. Motion passed.
- c. The updated Board of Health By-Laws were presented to the board for their consideration.

Board Member Comments: Chad announced that Kim Wilhelm from Licking County Job & Family Services has been appointment to the board by the City of Heath. Her term will begin in January 2025.

The December 17, 2024, Licking County Board of Health was adjourned at 6:59 PM on a motion by Mary Billy, seconded by Rich Kozlowski. Meeting adjourned.



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Approved:

Neisha Grubaugh, Board of Health President

Chad Brown, Health Commissioner

Tiffany Murphy, Executive Assistant