

**Board of Health**

**Minutes**

**December 16, 2025**

**Call to Order** – The December 2025 board meeting was held with in-person attendance. President Neisha Grubaugh called the meeting to order at 5:30 PM.

Members in attendance: Ed Smith, Dr. Scarpitti, Mary Billy, John Wetmore, Larry Friesel, Neisha Grubaugh, Carole Wachtel, Shelly Ellis, Rich Kozlowski, Kim Wilhelm.

Members absent: Kathy Wyatt

The Pledge of Allegiance was recited.

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

**Approval of Minutes:** The November 18, 2025, minutes were presented and discussed. A motion to approve was presented by Dr. Scarpitti, seconded by Carole Wachtel. Motion passed.

**Introduction of New Staff:** Health Commissioner, Chad Brown, introduced Chris Minton, EH Clerk.

**Hearings and Variances:**

- **4080 Hankinson Rd., Granville – HSTS Installation** – Staff recommended approval. Carole Wachtel made a motion to approve, Dr. Scarpitti seconded. Motion approved.
- **9578 Rain Rock Rd., Newark – HSTS Distance** – Staff recommended approval. Larry Friesel made a motion to approve, Dr. Scarpitti seconded. Motion approved.
- **15683 Main St., Brownsville – HSTS Distance** – Staff recommended approval. Dr. Scarpitti made a motion to deny the request, Mary Billy seconded. Motion approved.

**Community and Personal Health Report:** Director of Community and Personal Health, Kari Jones, provided a written report to the board. The Second Annual Community Baby Shower will take place on Saturday, February 28, 2026, at the YMCA Mitchell Center. Last year's event was highly successful, and we anticipate an even greater turnout this year. The county currently has one active tuberculosis case.



## NEWARK

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The county is experiencing an early increase in flu cases this season. Although overall vaccinations being done by the department are lower than last year, off-site vaccination initiatives have resulted in an increased number of doses administered in these clinics, exceeding last year's total.

**Outdoor Environmental Health Report:** Director of Outdoor Environmental Health, Scott Morris, provided a written report to the board. Scott presented the plan for the new Operation and Maintenance Program, which the department will implement in January. Chad commended Scott for his significant contributions in developing the program and creating the database that will house all information on private septic systems within the county.

**Indoor Environmental Health Report:** Director of Indoor Environmental Health, Traven Wood, provided a written report to the board. Traven noted that positive results are being seen from facilities that are currently in the EEP.

**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 written report to the board. The Drive to Succeed program has successfully issued 144 vouchers, giving teens access to driver training and helping them gain essential skills for safe driving. Special thanks to Jeanne Moore for her outstanding work in connecting with community members and ensuring these vouchers reached those who need them most. Bri will begin analyzing traffic fatality data to provide a detailed breakdown, including how many incidents involved motorcycles.

**Administrative Services Report:** Director of Fiscal Services, Taunja Dudgeon, provided a written report to the board.

**Health Commissioner Report:** Health Commissioner, Chad Brown, provided a written report to the board. Development of the new website is currently in progress, and a mock-up is expected to be available for preview soon. Three valued employees, Patty Merriam, Margaret Riggs, and Shari Browning will be retiring over the next couple of months. Their dedication and contributions have been greatly appreciated, and they will be deeply missed. After the holiday season, the Food Pantry Network of Licking County tends to experience a significant shortage of food. To help address this need, the health department will partner with the Food Pantry Network to host a food drive in January. This will be a convenient drive-through event, making it easy for community members to drop off donations.



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**Public Health Guardian Award:** After careful consideration, the Board of Health selected Captain Darl Evans of the Licking County Sheriff's Department as the recipient of this year's Health Guardian Award.

**Resolution 2025-84** was presented to the board for the adoption of the IT Cybersecurity Policy. A motion to adopt the policy was presented by Carole Wachtel. Dr. Scarpitti seconded. Motion passed.

### **Financial Reports and Bills:**

The financial reports were presented to the board and discussed. The November 2025 LCHD Financial Reports were approved on a motion by Carole Wachtel, Mary Billy seconded. All members voted yea; motion passed.

The November 2025 LCHD Bills were presented and discussed. Carole Wachtel presented a motion to approve, Shelly Ellis seconded. All members voted yea; motion passed.

**Resolution 2025-91** was presented to the board for the appropriation of funds. A motion to approve was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.

### **Contract Agreements:**

**Resolution 2025-85** was presented to the board to authorize the Health Commissioner to make such contracts, transfers, certifications and changes to appropriations as are necessary to accomplish those needs for calendar year 2026. A motion to approve was presented by Carole Wachtel, Dr. Scarpitti seconded. Motion passed.

**Resolution 2025-86** was presented to the board to enter into an agreement with the OhioHealthy Medical Plan, Inc. A motion to approve was presented by Carole Wachtel, Dr. Scarpitti seconded. Motion passed.

**Resolution 2025-87** was presented to the board to enter into an agreement with the CFLP Solid Waste District. A motion to approve was presented by Dr. Scarpitti, Shelly Ellis seconded. Motion passed.

**Resolution 2025-88** was presented to the board to enter into an agreement with the Licking Park District. A motion to approve was presented by Dr. Scarpitti, Mary Billy seconded. Ed Smith abstained. Motion passed.

**Resolution 2025-89** was presented to the board to enter into an agreement with the Buckeye Valley Family YMCA. A motion to approve was presented by Shelly Ellis,

Carole Wachtel seconded. Motion passed.

**Resolution 2025-90** was presented to the board to enter into an agreement with Licking County Landscape. A motion to approve was presented by Dr. Scarpitti, Larry Friesel seconded. Motion passed.

**Personnel:**

- a. An authorization to accept the resignation of McKenna Broyles, Fiscal Clerk, was received. A motion to accept, with regret, was presented by Dr. Scarpitti, Carole Wachtel seconded. Motion passed.
- b. An authorization to close the health department on December 26<sup>th</sup> and January 2<sup>nd</sup> was received. A motion to accept was presented by Larry Friesel, Dr. Scarpitti seconded. Motion passed.
- c. An authorization to allow a one-time sick time conversion for staff with a minimum of 420 hours of sick time was received. A motion to accept was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.

The December 16, 2025, Licking County Board of Health was adjourned at 6:56 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