

Board of Health

Minutes

November 18, 2025

Call to Order – The November 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, Kathy Wyatt, Rich Koslowski, Kim Wilhelm

Members absent: Shelly Ellis

The Pledge of Allegiance was recited.

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

Approval of Minutes: The October 14, 2025, minutes were presented and discussed. A motion to approve was presented by Carole Wachtel, seconded by Dr. Scarpitti. Kim Wilhelm abstained. Motion passed.

Hearings and Variances:

- Proposed fees for the Food, Well and Septage programs were discussed. No action will be taken until a public hearing is held.
- **8550 Poplar Forks Rd., Newark – HSTS Trench Length** – Staff recommended approval. Dr. Scarpitti made a motion to approve, Larry Friesel seconded. Motion approved.
- **11232 Midland Oil Rd., Glenford – HSTS Trench Depth** – Staff recommended approval. Carole Wachtel made a motion to approve, Mary Billy seconded. Motion approved.
- **4838 Marion Rd., Centerburg** – Property owner submitted a variance seeking approval for the septic system that was installed without a permit. An initial motion to table the request based on lack of information was made by Larry Friesel with Carole Wachtel seconding. Upon further discussion, Larry Friesel rescinded his motion with Carole Wachtel in agreement. Dr. Scarpitti made a motion to deny the request, Carole Wachtel seconded. Motion approved.
- **9821 Cooper Rd., Johnstown – Variance Extension Request** – Staff recommended to deny the extension request. Dr. Scarpitti made a motion to deny the request, Mary Billy seconded. Motion approved.

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Community and Personal Health Report: Director of Community and Personal Health, Kari Jones, was absent but provided a written report to the board. Audri Walker, Jacqueline Noe, and Adam Masters have provided outstanding support to the family involved in a recent TB case, ensuring they received the necessary care and resources.

Outdoor Environmental Health Report: Outdoor Environmental Health Director, Scott Morris, provided a written report to the board.

Indoor Environmental Health Report: Indoor Environmental Health Director, Traven Wood, provided a written report to the board.

Maternal and Child Health Report: Maternal and Child Health Director, Todd Kirkpatrick, provided a written report to the board. The WIC program has been operating with two fewer staff members, and Todd has stepped up to help cover essential responsibilities. Additionally, the Early Childhood Home Educators have worked collaboratively to support their team during an absence. Their dedication and teamwork have been outstanding.

Health Promotion Report: Health Promotion Director, Brianna Perkins, was absent but provided a written report to the board. Chad noted that Bri has done an outstanding job collaborating with LMH and coordinating our partnership through the Regional Linkages Grant. This partnership will enable our community navigator to engage with individuals who visit the emergency room due to an overdose or who are at risk, ensuring they receive timely support and resources.

Administrative Services Report: Director of Fiscal Services, Taunja Dudgeon, provided a written report to the board. Taunja noted that staffing at the Pataskala office has increased. A Health Education team member is now present every day, and one of our community navigators will also be based at this location, enhancing support and accessibility for the community.

Health Commissioner Report: Health Commissioner, Chad Brown, provided a written report to the board. Chad shared that the mobile clinic will participate in the Pataskala Christmas Parade this year, with plans to join additional parades across the county in the future. LCHD continues to coordinate the Licking County HOME Court Program. Of the 15 participants to date, 10 have secured permanent housing, 2 were terminated from the program, and 3 are actively working toward completion. Staff recently completed active shooter training, and additional safety and preparedness courses, including Self-Defense, Stop the Bleed, and Friends and Family CPR will be

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offered soon. Chris Courtney, Emergency Response Coordinator, is currently updating our Workforce Development Plan. Finally, during the next board meeting, we will host a soup contest, and board members will once again judge entries in our Christmas Door Decorating Contest.

Financial Reports and Bills:

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

The October 2025 LCHD Bills were presented and discussed. Carole Wachtel presented a motion to approve, Kathy Wyatt seconded. All members voted yea; motion passed.

Resolution 2025-82 was presented to the board for the appropriation of funds. A motion to approve was presented by Dr. Scarpitti, John Wetmore seconded. Motion passed.

Contract Agreements:

Resolution 2025-70 was presented to the board to enter into an agreement with Knox County Health Department. A motion to approve was presented by Kathy Wyatt, Dr. Scarpitti seconded. Motion passed.

Resolution 2025-71 was presented to the board to enter into an agreement with the Coshocton County Family and Children First Council. A motion to approve was presented by Kathy Wyatt, Dr. Scarpitti seconded. Motion passed.

Resolution 2025-72 was presented to the board to enter into an agreement with the Zanesville Muskingum Health Department. A motion to approve was presented by Kathy Wyatt, Dr. Scarpitti seconded. Motion passed.

Resolution 2025-73 was presented to the board to enter into an agreement with the Licking County Records and Archives Department. A motion to approve was presented by Carole Wachtel, Dr. Scarpitti seconded. Motion passed.

Resolution 2025-74 was presented to the board to enter into an agreement with the Licking County Job and Family Services – Adult Protective Services. A motion to approve was presented by Carole Wachtel, Larry Friesel seconded. Kim Wilhelm abstained. Motion passed.

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Resolution 2025-75 was presented to the board to enter into an agreement with the Licking County Job and Family Services – Adult Protective Services. A motion to approve was presented by Carole Wachtel, Larry Friesel seconded. Kim Wilhelm abstained. Motion passed.

Resolution 2025-76 was presented to the board to enter into an agreement with the Licking County Job and Family Services – Adult Protective Services. A motion to approve was presented by Carole Wachtel, Larry Friesel seconded. Kim Wilhelm abstained. Motion passed.

Resolution 2025-77 was presented to the board to enter into an agreement with the YMCA. A motion to approve was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.

Resolution 2025-78 was presented to the board to enter into an agreement with the YMCA. A motion to approve was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.

Resolution 2025-79 was presented to the board to enter into an agreement with Family Health Services of East Central Ohio. A motion to approve was presented by Carole Wachtel, Kathy Wyatt seconded. Motion passed.

Resolution 2025-80 was presented to the board to enter into an agreement with the Licking County Alcoholism and Prevention Program. A motion to approve was presented by Carole Wachtel, Kathy Wyatt seconded. Motion passed.

Resolution 2025-81 was presented to the board to enter into an agreement with the Coshocton, Fairfield, Licking, Perry Solid Waste District. A motion to approve was presented by Mary Billy, Dr. Scarpitti seconded. Motion passed.

Resolution 2025-83 was presented to the board to enter into an agreement with Licking Memorial Health Systems. A motion to approve was presented by Carole Wachtel, Rich Kozlowski seconded. Motion passed.

Executive Session:

No executive session was held during the meeting.

Personnel:


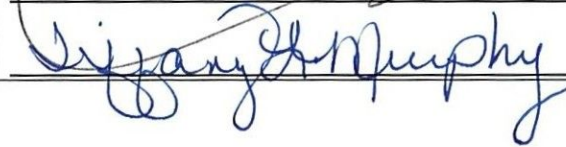
- a. An authorization to accept the retirement resignation of Margaret Riggs, Early Head Start Home Educator, was received. A motion to accept, with regret, was presented by Carole Wachtel, Rich Kozlowski seconded. Motion passed.
- b. An authorization to hire an Early Head Start Home Educator was received. A motion to accept was presented by Rich Kozlowski, Kim Wilhelm seconded. Motion passed.

Staff Comments

- Chad Brown recognized Mary Billy for her 10 years of dedicated service on the Board of Health and Kathy Wyatt for her 5 years of commitment.

The November 18, 2025, Licking County Board of Health was adjourned at 6:50 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