

**NEWARK**

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

**PATASKALA**

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

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**Board of Health****Minutes****October 14, 2025**

**Call to Order** – The October 14, 2025, 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, Kathy Wyatt, and Rich Kozlowski.

Members absent: Larry Friesel, Shelly Ellis, and Kim Wilhelm.

The Pledge of Allegiance was recited.

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

**Approval of Minutes:** The September 16, 2025, minutes were presented and discussed. A motion to approve was presented by Carole Wachtel, seconded by Kathy Wyatt. Dr. Scarpitti and Rich Kozlowski abstained. Motion passed.

**Introduction of New Staff:** Health Commissioner, Chad Brown, introduced Candice Keener, Community Navigator; Jessica Postle, Fiscal Clerk; Jennifer Wilkins, Registrar.

**Hearings and Variances:**

- **20 Crawford Ln. NE, Newark, HSTS Distance** – Staff recommended approval. Dr. Scarpitti made a motion to approve, Mary Billy seconded. Motion approved.
- **4120 Briarcliff Rd., Nashport, HSTS Distance** – Staff recommended approval. Carole Wachtel made a motion to approve, Dr. Scarpitti seconded. Motion approved.
- **Fees Increase** –Admin fees for immunizations and TB testing. Dr. Scarpitti made a motion to approve as an emergency measure, John Wetmore seconded. Motion approved.

**Community and Personal Health Report:** Director of Community and Personal Health, Kari Jones, provided a written report to the board. This year, the county reported three confirmed cases of La Crosse encephalitis. The Environmental Health Division conducted a thorough evaluation of the affected areas and will implement ongoing monitoring and preventive measures at these locations throughout the next year.

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Two cases of Pertussis have been reported this month. One individual was fully vaccinated, while the other was unvaccinated. All household contacts have received appropriate treatment. We are currently monitoring two cases of Tuberculosis. Although several recent measles cases have been reported in New Albany, none have occurred within Licking County. Five cases of salmonellosis have been reported. No common sources or exposures have been identified among the patients. One case of Dengue Fever has been reported in the county. The individual was exposed to the virus while traveling internationally.

**Outdoor Environmental Health Report:** Outdoor Environmental Health Director, Scott Morris, provided a written report to the board. At the request of a board member, Scott will contact the management team responsible for the NASA soccer fields in Newark to address concerns about standing rainwater accumulating in barrels located in the parking lot. This stagnant water poses a potential mosquito breeding risk, and appropriate mitigation measures will be discussed. This year's annual Sewage Workshop will be held at the health department. With an expected attendance of 60–70 contractors, the venue is not ideal, but an off-site location was not available this year.

**Indoor Environmental Health Report:** Indoor Environmental Health Director, Traven Wood, provided a written report to the board. Approximately 70 to 75 temporary food permits were issued for the 2025 Lost Lands event. All inspections were conducted without incident. We are actively monitoring developments related to Governor DeWine's executive order concerning intoxicating hemp products. The order, which temporarily bans the sale of certain THC-infused items outside licensed dispensaries, has been challenged in court and is currently on hold. Our department is assessing potential local impacts and will provide updates as the situation evolves.

**Maternal and Child Health Report:** Maternal and Child Health Director, Todd Kirkpatrick, provided a written report to the board. Todd reported that his Early Head Start Home Base ride alongs are progressing well. He expressed appreciation for the strong support and collaboration from his team.

**Health Promotion Report:** Health Promotion Director, Brianna Perkins, provided a written report to the board. We have received the final Notice of Award (NOA) that we were waiting for. This NOA is for the Integrated Harm Reduction Grant.

**Administrative Services Report:** Director of Fiscal Services, Taunja Dudgeon, provided a written report to the board. Taunja reported the audit results were clean, and we are currently awaiting the final report. Staff were commended for the thoroughness and level of detail provided during the audit process. This year's Pink Strides event was

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a great success and was exceptionally well organized. Madi Dice did an outstanding job overseeing the event, demonstrating strong leadership and attention to detail.

**Health Commissioner Report:** Health Commissioner, Chad Brown, provided a written report to the board. Chad shared staff participated in this year's Professional Development Day, noting it was valuable to have the entire team together. Audri Walker and Zoe Tyler facilitated an engaging cybersecurity game that involved all attendees. The event also featured several speakers, including a motivational speaker and John Wilson from Big Brothers Big Sisters. Nominations for this year's Public Health Guardian Award were discussed. Chad informed the board that he will be meeting off-site with all department directors on October 31 to discuss and review the strategic plan.

**Financial Reports and Bills:**

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

The September 2025 LCHD Bills were presented and discussed. Carole Wachtel presented a motion to approve, Mary Billy seconded. All members voted yea; motion passed.

**Resolution 2025-69** was presented to the board for the appropriation of funds. A motion to approve was presented by Dr. Scarpitti, John Wetmore seconded. Motion passed.

**2026 Operating Budget** was presented and discussed. A motion to adopt the revised 2026 Operating Budget was presented by Dr. Scarpitti, Carole Wachtel seconded. Motion passed.

**Contract Agreements:**

**Resolution 2025-64** was presented to the board to enter into an agreement with First Health. A motion to approve was presented by Carole Wachtel, Mary Billy seconded. Motion passed.

**Resolution 2025-65** was presented to the board to enter into an agreement with the QCP. A motion to approve was presented by Mary Billy, Carole Wachtel seconded. Motion passed.

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**Resolution 2025-66** was presented to the board to enter into an agreement with COTS. A motion to approve was presented by Dr. Scarpitti, Kathy Wyatt seconded. Motion passed.

**Resolution 2025-67** was presented to the board to enter into an agreement with HAPCAP. A motion to approve was presented by Carole Wachtel, John Wetmore seconded. Motion passed.

**Resolution 2025-68** was presented to the board to enter into an agreement with the Union County Health Department. A motion to approve was presented by Carole Wachtel, John Wetmore seconded. Motion passed.

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

The board entered into the Executive Session at 6:59 PM.

The board returned from Executive Session at 8:09 PM on a motion by Dr. Scarpitti, Carole Wachtel seconded. A vote was conducted to return from the session, with all members voting yea.

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

**Personnel:**

- a. An authorization for out of state travel was presented to the board for Kierstin Jay to attend the National SOPHE (Society of Public Health Education) Conference in Portland, OR from April 22, 2026 – April 24, 2026. A motion to approve was presented by Carole Wachtel, Kathy Wyatt seconded. Motion approved.
- b. The 2026 Compensation Plan was presented to the Board. A motion to approve the plan was presented by Dr. Scarpitti and seconded by Carole Wachtel. Motion approved.
- c. An authorization to accept the resignation of Camryn Smith, EH Clerk, was received. A motion to accept was presented by Dr. Scarpitti, Mary Billy seconded. Motion passed.
- d. An authorization to accept the retirement letter for Shari Browning, Clerk, was received. A motion to accept was presented by Carole Wachtel, Dr. Scarpitti seconded. Motion passed.



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The October 14, 2025, Licking County Board of Health was adjourned at 8:11 PM on a motion by Carole Wachtel, seconded by Mary Billy. Meeting adjourned.

Approved:

Neisha Grubaugh, Board of Health President

Chad Brown, Health Commissioner

Tiffany Murphy, Executive Assistant