

**Board of Health**

**Minutes**

**January 20, 2026**

**Call to Order** – The January 2026 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, Neisha Grubaugh, Carole Wachtel, Shelly Ellis, Kathy Wyatt, Rich Kozlowski, and Kim Wilhelm

Members absent: Larry Friesel

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 December 16, 2025, minutes were presented and discussed. A motion to approve was presented by Carole Wachtel, seconded by Dr. Scarpitti. Kathy Wyatt abstained. Motion passed.

**Introduction of New Staff:** Health Commissioner, Chad Brown, introduced Kaiti Lee, BCCP Case Manager.

**Public Health Guardian Award:** This year's award was presented to Captain Darl Evans of the Licking County Sheriff's Office.

**Hearings and Variances:**

- **Environmental Health Fees** – A hearing to approve new fees within the Food Safety Program as well as the Private Water System and Household Sewage Treatment System Programs was held. No comments from the public were provided during the hearing. A motion to approve the fee changes was made by Dr. Scarpitti, seconded by Mary Billy. Motion approved.
- **TB Test Reading Fee** – A motion to approve a fee to read results of TB tests not administered by LCHD was made by Carole Wachtel, seconded by Shelly Ellis. Motion approved.
- **Variance – 8702 National Rd., Thornville – PWS Distance** – Staff recommended approval. Dr. Scarpitti made a motion to approve, Carole Wachtel 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. On behalf of Kari, Chad added that there is currently 1 TB patient being monitored within the county.

**Outdoor Environmental Health Report:** Director of Outdoor Environmental Health, Scott Morris, provided a written report to the board. Scott was recognized for his initiative in implementing the 12-month septic inspection process. The program is designed to educate homeowners and help extend the lifespan of the county's septic systems. Customer satisfaction surveys were very favorable, and the entire team continues to provide a high level of customer service.

**Indoor Environmental Health Report:** Director of Indoor Environmental Health, Traven Wood, provided a written report to the board. The department has begun its first renewal cycle under the new system. Food service renewals are due by March 1. Additionally, Traven will take part in a panel discussion to provide information to local farmers interested in selling at the area's Farmers' Markets.

**Maternal and Child Health Report:** Maternal and Child Health Director, Todd Kirkpatrick, was absent but provided a written report to the board. Todd was commended for his excellent work in developing a statewide WIC survey.

**Health Promotion Report:** Health Promotion Director, Brianna Perkins, provided a written report to the board. The Health Educators are continuing their work on a countywide tobacco-use survey for residents aged 18 and older. They are currently 40 responses short of their goal of 600 and are encouraging additional participation. Additionally, the team is partnering with local school districts to deliver suicide-prevention programming to high school students, supporting youth mental health across the county.

**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. Chad asked the board for feedback on providing xylazine test strips in the same manner that we currently distribute fentanyl test strips. These test strips are supplied to us at no cost and are distributed to the public free of charge.

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Members of the board felt distributing the strips was a good idea.

**Financial Reports and Bills:**

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

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

**Contract and Agreements:**

**Resolution 2026-01** was presented to the board allowing the Health Commissioner to make immediate layoff decisions, as needed. Following discussion, a motion was made by Dr. Scarpitti and seconded by Shelly Ellis to table the resolution. The motion passed. The Resolution will be taken up at the next meeting.

**Executive Session:** A motion was made by Dr. Scarpitti and seconded by John Wetmore to enter into 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 6:40 PM.

The board returned from Executive Session at 7:07 PM on a motion by Dr. Scarpitti, Mary Billy 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 to hire 2 EH Interns was received. A motion to accept was presented by Mary Billy, Carole Wachtel seconded. Motion passed.
- b. An authorization to hire an Environmental Health Specialist/Specialist in Training was received. A motion to accept was presented by Dr. Scarpitti, John Wetmore seconded. Motion passed.
- c. An authorization to hire a Community Navigator was received. A motion to accept was presented by Dr. Scarpitti, Carole Wachtel seconded. Motion passed.

- d. An authorization to accept the resignation of Candice Keener, Community Navigator, was received. A motion to accept was presented by Rich Kozlowski, Carole Wachtel seconded. Motion passed.

The next Board of Health meeting will be held on February 24, 2026, at 5:30PM. The meeting will be one week later than the normally scheduled date, and the proper public notifications will be made.

The January 20, 2026, Licking County Board of Health was adjourned at 7:12 PM on a motion by Dr. Scarpitti, seconded by Mary Billy. Meeting adjourned.

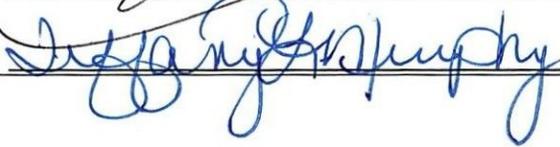
Approved:



Neisha Grubaugh, Board of Health President



Chad Brown, Health Commissioner



Tiffany Murphy, Executive Assistant