LICKING COUNTY
HEALTH DEPARTMENT

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** **September 15, 2026**

Call to Order – The September 15, 2026 board meeting was held with in-person attendance. President Neisha Grubaugh called the meeting to order at 5:30 p.m.

Members in attendance: Ed Smith, Dr. Scarpitti, Mary Billy, John Wetmore, Neisha Grubaugh, Carole Wachtel, Kathy Wyatt, Rich Kozlowski, Kim Wilhelm

Members absent: Larry Friesel and Shelly Ellis

The Pledge of Allegiance was recited.

Adoption of the Agenda: Upon motion by Dr. Scarpitti, seconded by Kathy Wyatt, the Board approved the meeting agenda. Motion passed.

Approval of Minutes: The August 18, 2026, meeting minutes were presented and discussed. Upon motion by Carole Wachtel, seconded by Dr. Scarpitti, the Board approved the minutes. Ed Smith abstained; motion passed.

Public Comment: Public comment was opened and closed in accordance with Board of Health Rules. No public comment was received.

Fees and Hearings

- **Nuisance Hearing – 3 & 4 Robertson Dr., Heath**
  - A hearing was conducted regarding nuisance conditions at 3 and 4 Robertson Drive, Heath, Ohio. Jason Rill, property owner at 3 and 4 Robertson Drive, Heath, Ohio, was present at the hearing and addressed the Board.
  - Following the hearing, **Resolution 2026-67** was presented to the Board to order the owner to abate the nuisances within 30 days. Upon motion by Dr. Scarpitti, seconded by Mary Billy, the resolution was approved. Motion passed.
- **Variance – 378 Potters Ln., Newark (HSTS Distance):** A request for a variance was presented to the Board, with staff recommending approval. Upon motion by Carole Wachtel, seconded by John Wetmore, the Board approved the variance. All members voted yea; motion passed.

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- **Variance – 10950 Mount Vernon Rd., Utica (HSTS Distance):** A request for a variance was presented to the Board, with staff recommending approval. Upon motion by Dr. Scarpitti, seconded by Kathy Wyatt, the Board approved the variance. All members voted yea; motion passed.

Community and Personal Health Report: Director of Community and Personal Health, Kari Jones, provided a written report to the board.

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

Indoor Environmental Health Report: Director of Indoor Environmental Health, 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.

Health Promotion Report: Health Promotion Director, Brianna Perkins, provided a written report to the board.

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.

Financial Reports and Bills:
The August 2026 LCHD Financial Reports were presented and discussed. Upon motion by Carole Wachtel, seconded by Mary Billy, the reports were approved. Motion passed.

The August 2026 LCHD Bills were presented and discussed. Upon motion by Carole Wachtel, seconded by Kathy Wyatt, the bills were approved. Motion passed.

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Contract and Agreements:

Resolution 2026-60 was presented to the Board to enter into an agreement with ZMCHD. Upon motion by Dr. Scarpitti, seconded by Carole Wachtel, the resolution was approved. Motion passed.

Resolution 2026-61 was presented to the Board to enter into an agreement with Spectrum Business. Following discussion, revisions were made to the resolution. Upon motion by Kathy Wyatt, seconded by Ed Smith the resolution was approved. Motion passed.

Resolution 2026-62 was presented to the Board to enter into an agreement with APEX Event Management. Upon motion by Carole Wachtel, seconded by John Wetmore the resolution was approved. Motion passed.

Resolution 2026-63 was presented to the Board to enter into an agreement with COTS. Upon motion by Dr. Scarpitti, seconded by Mary Billy, the resolution was approved. Motion passed.

Resolution 2026-64 was presented to the Board to rescind Addendum 1 previously approved under Resolution 2026-44 and to reinstate the original Memorandum of Understanding approved under Resolution 2025-77 with the Buckeye Valley Family YMCA. Upon motion by Mary Billy, seconded by John Wetmore, the resolution was approved. Motion passed.

Resolution 2026-65 was presented to the Board to rescind Resolution 2026-32 awarding funds to Altercare North, as the partner whishes to not accept the funding. Upon motion by Carole Wachtel, seconded by Kathy Wyatt, the resolution was approved. Motion passed.

Executive Session: Upon motion by Dr. Scarpitti, seconded by Mary Billy, the Board voted to enter executive session to consider the appointment, employment, dismissal, discipline, promotion, or compensation of a public employee. All members voted yea, and the Board entered executive session at 7:02 p.m.

The Board returned from Executive Session at 8:26 p.m. upon motion by Dr. Scarpitti, seconded by Carole Wachtel. All members voted yea.

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

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Personnel:

a. **Resolution 2026-66** was presented to the Board to approve the Employment Agreement for Health Commissioner Chad Brown. Upon motion by Dr. Scarpitti, seconded by Carole Wachtel, the resolution was approved. Motion passed.

b. An authorization to hire an Environmental Health Administrative Specialist and an Environmental Health Administrative Lead was received. Upon motion by Mary Billy, seconded by Kathy Wyatt, the Board approved the authorization. Motion passed.

c. An authorization to accept the resignation of Traven Wood, Director of Indoor Environmental Health, was received. Upon motion by Dr. Scarpitti, seconded by Carole Wachtel, the Board approved the authorization. Motion passed.

d. An authorization to hire a Director of Indoor Environmental Health was received. Upon motion by Mary Billy, seconded by Kathy Wyatt, the Board approved the authorization. Motion passed.

e. An Authorization to hire an Assistant Director of Environmental Health was received. Upon motion by Mary Billy, seconded by Kathy Wyatt, the Board approved the authorization. Motion passed.

f. An Authorization to hire two (2) Environmental Health Specialists was received. Upon motion by Mary Billy, seconded by Kathy Wyatt, the Board approved the authorization. Motion passed.

g. An authorization to hire two (2) Health Educators was received. Upon motion by Mary Billy, seconded by Kathy Wyatt, the Board approved the authorization. Motion passed.

h. An authorization to hire an Assistant Director of Nursing was received. Upon motion by Mary Billy, seconded by Kathy Wyatt, the Board approved the authorization. Motion passed.

i. An authorization to hire a BCCP Program Manager was received. Upon motion by Mary Billy, seconded by Kathy Wyatt, the Board approved the authorization. Motion passed.

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The Licking County Board of Health adjourned its September 15, 2026, meeting at 8:27 p.m. upon motion by Dr. Scarpitti, seconded by Carole Wachtel.

Approved:

Neisha Grubaugh, Board of Health President

Chad Brown, Health Commissioner

Tiffany Murphy, Executive Assistant