Brown County Board of Health  
Board Meeting Minutes  
November 13, 2019

The Brown County Board of Health met in regular session on Wednesday, November 13, 2019 with the following members present Mark Klump, Ralph Jennings, Dr. Mike McHenry, Brian Garrett and Tim O’Hara. Also attending was Health Commissioner, Kyle Arn, Medical Director, Dr. Todd Williams, Administrative Assistant, Sara Partin, Environmental Director Stephen Dick, Emergency Preparedness Coordinator, Margery Paetzl, and Director of Nursing, Pam Williams. Guest in attendance was Brown County Commissioner, Darryl Gray. Board President Ralph Jennings called the meeting to order at 8:00 am.

Approval of Board Minutes
Mr. Jennings asked if there were any questions or corrections to the minutes for October 9, 2019 provided to the Board, as well as the corrected September minutes. A motion was made by Mr. O’Hara to approve the Board of Health meeting minutes. Dr. McHenry seconded the motion. All members voted aye.

Approval of Bills and Mileage
Mr. Jennings asked if there were any unusual bills for the month. Ms. Partin and Mr. Arn went over the bills. Mr. O’Hara made a motion to approve the bills. Mr. Klump seconded the motion. All members voted aye.

Mr. Jennings welcomed guest Commissioner Darryl Gray. Mr. Arn said that he had invited the Commissioners to attend the meeting. Mr. Jennings welcomed Dr. Todd Williams. Dr. Williams said he was impressed with Mrs. Williams and what she’s done with the department. He stated that she always has new ideas to get involved in the county. He explained the Epicenter system that he has access to. He discussed some of the updates that have come through the system. He talked about vaping and medical marijuana. He talked about the new smoking law increasing the age to 21 years old. Mrs. Williams said we only have one confirmed case of pulmonary disease related to vaping in Brown County. She has tried contacting the patient but has not had success in reaching them yet. Mr. Jennings asked Dr. Williams about the opioid epidemic in the county. Dr. Williams said it appears we’re having less overdoses. More fentanyl than heroin. Dr. Williams said that most people they’ve seen have multiple addictions, not just one drug. Mrs. Williams talked about the QRT working with the 911 Comm Center.

Variance Requests:  
3068 Valerie Lane (Black Water Holding Tank)  
8225 Russellville-Winchester Road (Septic Tank closer than 10 feet to the house)

Mr. Arn and Mr. Dick explained the two variance requests. Mr. Garrett made a motion to approve the Variance Request for 3068 Valerie Lane. Mr. O’Hara seconded the motion. All members voted aye. Mr. O’Hara made a motion to approve the Variance Request for 8225 Russellville-Winchester Road. Dr. McHenry seconded the motion. All members voted aye.

Mr. Garrett stated he thought there was a limit on the number of variances that could be approved. The board and staff discussed it and said there isn’t a limit. Mr. Dick explained the Russellville-Winchester Road variance. The house was built without permits and built within 2 feet of the septic tank. Mr. O’Hara asked if we could put in the variance language to say the code says structure should be so far from tank. Just so we’re not liable. The board discussed it. Mr. Garrett said that the buyers are responsible for looking into the property information. Dr. McHenry said we could say we’re not liable for any future problems due to the septic tank being too close to the home.

Environmental Division:
Mr. Dick gave an update that Mrs. Heather Sloat held her Serv Safe Class last week, and there were over 20 students that had attended. Mr. Dick also told the Board that there had been a blue-green algae bloom on the river. He stated that the Health Department had put up signs at the time the levels were high. We have taken signs down now that the toxin levels are low. Mr. Dick gave an update on nuisances. He stated that he was still waiting on the Septic Application for the store on the corner of 62 & 353.

Nursing Division:
Mrs. Williams gave the board members diabetes cookbooks and granola from the Diabetes Celebration Dinner. She stated that there were 110 in attendance at the Celebration. We’ve ordered 1,190 flu shots and have given almost 900 shots. She stated that 500 of those were school staff. We have one confirmed case of Influenza A. Mrs. Williams
said the Weight Watchers program is going away. She is meeting with Kim Brown from ABCAP to try and set up a meeting once a month or once a week at ABCAP for weight management program. They could do weekly meetings for weigh-ins and weight management tips. Mrs. Williams stated that she had a meeting with James Settles regarding needle exchange at his church. Mrs. Williams went over some numbers with the board to show the ECW income and expenses. Mr. Jennings asked if this revenue is revenue, we wouldn’t have seen 2 years ago? Mrs. Williams said yes this is new revenue. Mrs. Williams went over the income and revenue. Mrs. Williams explained that income this year was higher due to the Hep A outbreak. Mr. O’Hara had questions about the report with the Year to Date income and expenses. Ms. Partin said she’ll review the report to make sure it is correct and up to date.

Emergency Preparedness / Accreditation:
Mrs. Paeltz said submitted the PHAB documentation in September. Mrs. Paeltz explained the process we are going through currently. Mrs. Paeltz stated that 3 site visitors have been selected from Texas, Georgia, and Illinois. Mrs. Paeltz discussed that they’ll need space to work and we’re not sure where to put them. Mrs. Paeltz said we will get to pick the date they come.

Mr. Garrett asked if Mr. Gray had any extra space in the Commissioner’s Office for site visitors. Mr. Gray said no. Mr. Gray said only space in the county is the DD Building. Mr. Gray said they need about $300,000 to put a new roof on it. He stated that it is approximately 20,000 square feet. Mr. Gray said that they’ve taken 3 rooms and turned it into record storage. Mr. O’Hara asked if the board of health paid half of the roofing can the Commissioners give the Health Department some of that space? Mr. Gray explained the set up of the building. Mr. Garrett asked is there any long-term plans for county growth? Mr. Gray said they are trying to figure out exactly what to do with the building. Mr. Garrett said that the Health Department is a permanent fixture and asked if any plans to build a new building in the county instead of having to change buildings every few years. Mr. Arn mentioned the Building Department combining with the Health Department. Mr. Gray said at the moment, there’s just a lot of discussion.

The board asked if possible, to walk through the DD Building today. Mr. Gray would need to see if Director is over there. Mr. Garrett discussed with Mr. Gray about trying to get prepared for Accreditation and the site visit. Mr. Arn discussed Highland County Health Departments building and how it was set up. Mr. Gray stated that the county is planning to buy the area between the county complex and the bowling alley. Mr. Arn discussed the former building plans from 2004. Mr. Klump said the underneath of the current health department building isn’t very good. Mrs. Paeltz said the site visitors would want to know we have something in the works. Mrs. Williams asked Mr. Gray what would the Commissioners need to see in order to know the Health Department is needed? Mr. O’Hara said let the board of health get together, look at the building, and see what they can come up with. Mr. Gray stated that he wasn’t saying the county doesn’t need a Health Department, he’s just concerned about the money. Mr. Gray said he’s not wanting to consolidate with another county Health Department but looking at the costs. Mr. Gray left the meeting at 8:52am, due to other meeting commitments.

Administrative:
Mr. Arn discussed the 2020 board of health meeting schedule. He discussed the idea of possibly once a quarter or once a half having an afternoon meeting. Mr. Arn also discussed office hours. He stated that he would discuss with the staff about having a late office hours a night or two each week. Mr. Arn talked about annual evaluations. He talked to a couple other Health Commissioners and asked what they do. He passed out example of Clinton County Employee evaluations. He stated that he was hoping to start after the first of the year. Mr. Jennings asked Ms. Partin when evaluations were done last. Ms. Parting said the only ones she knows about in her time at the health department, was her own after her 6-month probation period and Mrs. Williams getting one after her probationary period.

Ms. Parting presented Supplemental Appropriations to be approved. Mr. O’Hara made a motion to approve the Supplemental Appropriations. Mr. Klump seconded the motion. All members voted aye.

Executive Session:
The board entered Executive Session at 9:02am. Mr. Jennings called for a Roll Call Vote. All members voted aye. Mr. O’Hara made a motion to come out of Executive Session at 9:47am. Dr. McHenry seconded the motion. All members voted aye.
Ralph Jennings, President

Mark Klump, Vice President

Brian Garrett, Member

Tim O'Hara, Member (DLC)

Michael McHenry, MD, Member

Kyle D. Walsh, MS, RS
Health Commissioner

absent