

Brown County Board of Health  
Board Meeting Minutes

**May 10, 2023**

The Brown County Board of Health met in regular session on Wednesday, May 10, 2023, at 8:00am, with the following members present: Ralph Jennings, Dr. Michael McHenry, Mark Klump, Tim O'Hara, and Rachael Jodrey. Also attending was Health Commissioner, Kyle Arn, Director of Nursing, Pam Williams, Environmental Health Director, Steve Dick, Fiscal Officer, Lee Ann Bradley, and Emergency Response Coordinator, Tom Brennan. Board President Ralph Jennings called the meeting to order at 8:00am.

**Approval of Board minutes**

Mr. Jennings asked if there were any questions regarding the Board Meeting minutes from April 12, 2023. Dr. McHenry made a motion to approve the minutes. Mrs. Jodrey seconded the motion. All members present voted aye. Motion passed.

**Approval of Bills and Mileage**

Mr. Jennings asked if there were any unusual bills for the month. Mr. Arn said there wasn't anything unusual this month. Mr. O'Hara made a motion to approve the bills. Mr. Klump seconded the motion. All members present voted aye. Motion passed.

**Supplemental Appropriations:**

Mr. Arn and Mrs. Bradley discussed the Supplemental Appropriations. Mr. O'Hara made a motion to approve the Supplemental Appropriations. Dr. McHenry seconded the motion. All members voted aye. Motion passed.

**Environmental Division:**

Mr. Arn asked Mr. Dick to discuss the Variance Request. Mr. Dick said the Variance Request was from a property owner to waive the insurance and bonding requirements. Mr. O'Hara made a motion to approve the Variance Request. Dr. McHenry seconded the motion. All members voted aye. Motion passed.

Mr. Dick told the Board that there were 4 bids. He updated Mr. Jennings on the bid process. Mr. Arn asked Mr. Dick some questions regarding the bids. Mr. Dick said the Meeker Road project has 1 bid from Ervin Burkholder. Mr. Burkholder reduced his bid from \$39,000 to \$34,500. Mr. Jennings asked for a motion to approve Ervin Burkholder for Meeker Road Project. Mr. O'Hara made a motion to approve the winning bid. Dr. McHenry seconded the motion. All members voted aye. Motion carried.

Mr. Dick said there are 2 bids for HSTS Grant designer. Mr. Jennings said that Dan Michaels was the only bid for Soil Scientist at \$350 per job. Mr. Jennings asked for a motion to approve Dan Michaels bid. Mr. O'Hara made a motion. Mr. Klump seconded the motion. All members voted aye. Motion passed. Mr. Dick said that there were 2 bids for designers. The first bid was from DC Engineering & Consulting (Justin DeMint) for \$949.00. The second bid was from McCarty & Associates, for \$2,750. The Board discussed the two bids. Mr. Jennings asked for a motion to approve DC Engineering & Consulting. Mrs. Jodrey made a motion to award the winning bid to DC Engineering & Consulting. Mr. O'Hara seconded the motion. All members voted aye. Motion carried.

Mr. Dick brought a Notice of Violation (NOV) to the board for action. The NOV was for Dennis and Kelly Coffey, in Pleasant Twp on Old US 68. Mr. Dick said he had sent 3 notices. The complaint was made by Gary Gray, Township Trustee. Mrs. Jodrey asked when making a complaint can you be anonymous? Mr. Dick said on mandated programs you can, but non-mandated programs no. Mr. Dick asked for a motion to refer to the County Prosecutor's Office. Mr. Jennings asked for a motion. Mr. O'Hara made a motion to refer the case to the County Prosecutor's Office for further action. Mr. Klump seconded the motion. All members voted aye.

**Nursing:**

Mrs. Williams said there is not a lot going on. She said the Board already knew about the mobile unit. Mrs. Williams said that she went to Ripley's council meeting last night. Mrs. Williams stated that with the Harm Reduction Grant, any service that you can get at the Health Department, you can get on the van. Mrs. Williams said that this week is National Nurses Week. She said that the COVID numbers are down. Mr. Jennings asked Mrs. Williams if she was trained to instruct in CPR. Mrs. Williams said yes. The Health Department will have its CPR training on 5/23/2023.

Mrs. Williams said the money was approved through the Healing Communities Grant for \$70,000 for the Sheriff's Office to get a mobile unit for QRT. Mrs. Williams mentioned that Mrs. Ami Yelton was accepted into the Mentor

Leadership Program. She also mentioned that AOHC is doing tuition reimbursement. Mrs. Yelton applied and will get \$4,900.

**Emergency Response Coordinator/Accreditation:**

Mr. Brennan gave the Board a program update. Mr. Brennan told the Board the Health Department had applied for the Workforce Development 23 Grant. Mr. Brennan also discussed the Advanced Operations Grant. Mr. Brennan stated that the accreditation site visit will possibly be sometime in early August.

**Administrative:**

Mr. Arn did the second reading and Public Hearing of Resolution 2023-95 Revised Replacement Plumbing Fixture Fee. Mr. Arn said next month will be the 3<sup>rd</sup> reading and a vote. No action is needed until next month.

Mr. Arn brought up the topic of a Sick Leave Donation Policy. Mr. O'Hara said I wouldn't make a policy, just do it on a case-by-case basis.

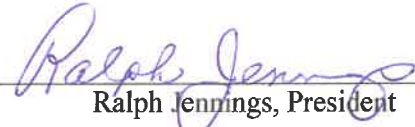
Mr. Arn discussed with the Board the need to have Board of Health Bylaws. He explained that Butler County's Board of Health has had some problems. A deputy had to come and be at the door at some of their meetings.

Mr. Jennings made a motion to go into Executive Session for personnel reasons at 8:29am. Mr. O'Hara seconded the motion. Roll Call Vote:

Dr. McHenry, yes  
Mrs. Jodrey, yes  
Mr. Jennings, yes  
Mr. Klump, yes  
Mr. O'Hara, yes

The Board came out of Executive Session at 8:57am. Mr. Jennings made a motion to hire Miss Afnan Almalki, for the position of Environmental Health Specialist – In Training. Mr. O'Hara seconded the motion. All members voted aye. Motion carried.

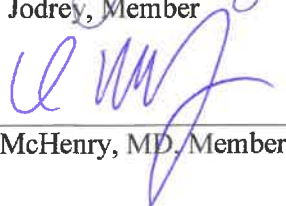
Mr. Klump made a motion to adjourn at 9:10am. Mr. O'Hara seconded the motion. All members present voted aye. Motion passed and meeting adjourned.

  
Ralph Jennings, President

  
Mark Klump, Vice President

  
Rachel Jodrey, Member

  
Tim O'Hara, Member (DLC)

  
Michael McHenry, MD, Member

  
Kyle D. Arn, MS, REHS  
Health Commissioner