

Brown County Board of Health
Board Meeting Minutes
October 11, 2023

The Brown County Board of Health met in regular session on Wednesday, October 11, 2023, with the following members present, Mark Klump, Ralph Jennings, Tim O'Hara, Dr. Mike McHenry, and Rachael Jodrey. Also attending was Health Commissioner, Kyle Arn, Fiscal Officer/Administrative Assistant, Jennifer Feters, Emergency Response Coordinator, Elizabeth Pemberton, Deputy Health Commissioner/Director of Nursing, Pam Williams, and Environmental Health Director, Steve Dick. Board President Ralph Jennings called the meeting to order at 5:06pm.

Approval of Board minutes

Mr. Jennings asked if there were any questions or corrections to the minutes for September 13, 2023, provided to the Board. A motion was made by Mr. O'Hara to approve the Board of Health meeting minutes. Mr. Klump seconded the motion. All members voted aye. Motion passed.

Approval of Bills and Supplemental Appropriations

Mr. Jennings asked if there were any unusual bills for the month. Mr. Arn, Miss Feters, and Mrs. Williams explained the bills. They discussed the sewage grant reimbursement amount, as well as the high flu and RSV vaccines this month. Dr. McHenry made a motion to approve the bills. Mr. O'Hara seconded the motion. All members voted aye. Motion passed. Miss Feters and Mrs. Williams went over the supplemental appropriations with the Board. Mrs. Jodrey made a motion to approve the supplemental appropriations. Mr. O'Hara seconded the motion. All members voted aye. Motion passed.

Environmental Division:

Mr. Dick and the Board discussed the three bids that were submitted for Project 2022-02 for the HSTS Grant. The bids were: Ervin Burkholder, \$33,000; Bradley Bonar, \$34,000; and Chance Moore, \$35,000. Mr. Klump made a motion to award the winning bid to Ervin Burkholder. Mr. O'Hara seconded the motion. All members voted aye. Motion passed.

Mr. Arn and the Board completed the first reading of Resolution #2023-96, 2024 Food License Fees Cost Methodology. Mr. Arn explained the resolution. He said there will be three readings and a notice in the paper as well as notices sent to all licensed food facilities in the county. He explained this is a slight reduction in fees.

Mr. Arn gave an update to the Frank Stivers nuisance in Ripley. Mr. Arn explained that he received a subpoena to appear in court for this situation. Mr. Arn presented the Board with some photos of the property and explained Mr. Stivers living conditions. Mr. Arn will be involved in the court case this month. Mr. Arn discussed with the Board a nuisance on Bodman Road that he has been dealing with for a while. He said they took the metal off the trailer and now have a mess of solid waste, and construction and demolition debris in the yard. Mr. Arn said they are living in the shed on the property. The Assistant Prosecutor, Mrs. McMullen stated that they may be able to file if this does not get resolved. Mr. Arn would like to declare it a public health nuisance. Mr. Jennings mentioned that he has driven by the property. Mr. Jennings made a motion to declare the property a public health nuisance. Mr. Klump seconded the motion. All members voted aye. Motion passed.

Mr. Arn stated that the Board still needed approximately 30 more minutes of CEU's, and since Mrs. Jodrey is a new Board member, he will send out two links from Kent State University Board of Health Ethics for them to watch. He stated that he will have an attestation sheet for them to sign at the next Board meeting.

Nursing Division:

Mrs. Williams gave the Board an update on the COVID and flu shots. We have not received any of the COVID boosters yet, but hopefully will be soon. The CVS in Georgetown has Pfizer, and the Amelia location has Moderna. There will be a cost for them. Mrs. Williams gave a Harm Reduction update. She said the amount of Narcan kits that were given out at the Brown County Fair were up this year, they gave out 405 kits this year. Mrs. Williams said the mobile unit was on the grounds this year as well as our Health Department booth. She said we will be giving out Drug Free coloring books at the Trunk or Treat in Ripley this year with the mobile unit.

Emergency Preparedness / Accreditation:

Mrs. Pemberton gave the Board an update. Mrs. Pemberton explained to the Board that she has been going through

training and will oversee counter measures at the statewide exercise next month in Butler County. This is a large-scale exercise that we have a small part in.

Administrative:

Mr. Arn and the Board discussed the proposed vacation leave incentive program. Mr. Arn discussed with the Board that an employee who carries a certain balance of vacation leave can opt to cash out 40 hours of their annual accrual at the end of the year. Dr. McHenry asked what the rest of the county does. Mr. Arn was not sure if they had a program like this or not. Mr. Jennings asked Mr. Arn to talk with the Auditor to see what their program, if any is. Mr. O'Hara asked for more clarification, and Mr. Arn explained in more detail. Mr. O'Hara explained his policy in the private sector; however, they do not roll over their time each year. Mr. O'Hara stated that in the long run it is cheaper to pay out earlier rather than later. The Board would like to know what the rest of the county does in these situations. Mr. Arn will check with the county and speak more about it at the next meeting. Mr. O'Hara recommended maybe not paying until the following calendar year.

Executive Session:

Mrs. Jodrey made a motion to go into Executive Session at 5:35pm to discuss personnel issues. Mr. O'Hara seconded the motion. Roll Call vote:

Mr. Jennings, aye

Mrs. Jodrey, aye

Mr. Klump, aye

Mr. O'Hara, aye


The Board came out of Executive Session at 6:13pm. Dr. McHenry made a motion to increase Miss Feters' annual pay by \$1.00 per hour, since her probationary period is up on October 17th for the Fiscal Officer/Administrative Assistant position. Mr. Klump seconded the motion. Motion passed.


Mrs. Jodrey made a motion to extend Miss Afnan Almalki's probationary period until December 13, 2023. Mr. O'Hara seconded the motion. All members voted aye. Motion passed.

Mr. O'Hara made a motion to give Mrs. Ami Yelton a one-time bonus for her additional responsibilities as the Interim Accreditation Coordinator for 6 months. Dr. McHenry seconded the motion. All members voted aye. Motion passed.

Mr. O'Hara made a motion to approve retention bonuses that were budgeted in the Workforce Development 22 Grant. Dr. McHenry seconded the motion. All members voted aye. Motion passed.

Mr. O'Hara made a motion to adjourn the meeting at 6:25pm. Mrs. Jodrey seconded the motion. All members voted aye. Meeting adjourned.


Ralph Jennings, President


Mark Klump, Vice President


Rachael Jodrey, Member


Tim O'Hara, Member (DLC)


Michael McHenry, MD Member


Kyle D. Arn, MS, REHS
Health Commissioner