

Brown County Board of Health

Board Meeting Minutes

March 12, 2025

The Brown County Board of Health met in regular session on Wednesday, March 12, 2025, with the following members present, Ralph Jennings, Mark Klump, Dr. Mike McHenry, and Dena Richter. Also attending was Health Commissioner, Kyle Arn, Deputy Health Commissioner, Pam Williams, Environmental Health Director, Steve Dick, Public Health Nurse, Ami Yelton, and Fiscal Officer, Jennifer Feters. Board President Mr. Jennings called the meeting to order at 5:00pm.

Approval of Board Minutes:

Mr. Jennings asked if there were any questions or corrections to the minutes for the meeting on February 12, 2025, provided to the board. Dr. McHenry made a motion to approve the minutes. Mr. Klump seconded the motion. All members present voted aye. Motion passed.

Approval of Bills:

Mr. Jennings asked about any unusual bills. Mr. Arn explained the Quality Fundamentals training bill to the Board. The bill was a pay upfront and be reimbursed, which will be reimbursed by a grant. Mr. Jennings asked about the printers and equipment that we would be keeping. Dr. McHenry made a motion to approve the bills. Mrs. Richter seconded the motion. All members voted aye. Motion passed.

Supplemental Appropriations:

Miss Feters explained the Supplemental Appropriation to the Board. Mr. Klump made a motion to approve the supplemental appropriation. Dr. McHenry seconded the motion. All members voted aye. Motion passed.

Environmental Division:

Mr. Dick explained to the Board he has been dealing with a campground on the corner of Eastwood Road and Bardwell West Road. He explained that there are 5 campers there which makes it a campground. Mr. Jennings asked the rules for a tiny home's septic. Mr. Dick stated that it was the same as normal home, a camper is looked at a little different, but not a tiny home. Mr. Dick updated the Board on court cases that we have been dealing with, including Whitetail Heaven.

Mr. Dick discussed with the Board the three candidates for the Environmental Health Specialist position. They chose Miss Natalie Cooper. Mr. Jennings stated that he thought Miss Cooper would be a good employee for the Health Department. Mr. Jennings thanked Mr. Arn, Mr. Dick, and Mrs. Williams for their efforts. Mr. Jennings made a motion to hire Miss Natalie Cooper. Mr. Klump seconded the motion. All members voted aye. Motion passed.

Mr. Dick discussed the 2025 HSTS Grant Resolution 2025-101. Dr. McHenry made a motion to approve the resolution. Mrs. Richter seconded the motion. All members voted aye. Motion passed.

Nursing Division:

Mrs. Williams updated the Board on the Communicable Disease report provided by Hamilton County, who we contract with for Epi services. Mrs. Williams also updated the Board on the Harm Reduction program. She stated that she was looking into other grants in case we lose funding for this program. Mrs. Williams discussed the planning and upcoming Community Health Events for this year.

Staff and the Board discussed the 2024 Annual Report that was provided to them.

Accreditation:

Mrs. Yelton informed the Board that we will hopefully hear if we are accredited or not, around the first part of May or so.

Emergency Response Coordinator:

Mr. Arn stated that Mrs. Pemberton was unable to attend the meeting but provided an update. Mr. Arn told the Board the Accreditation Coordinator role and responsibilities will be transferred to Mrs. Pemberton, and Mr. Arn thanked Mrs. Yelton for all of her hard work as the Accreditation Coordinator and we greatly appreciate her.

Administrative:

Mr. Jennings asked if the money requested from the DAC is staying the same next year. Mr. Arn stated yet it is.

Mr. Arn stated that Ohio House Bill 96 has potential for money for counties that have landfills. There is a potential for money to go toward the solid waste program in an amount of 45 cents per ton.

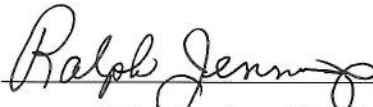
Mr. Arn said that he will be emailing the Board a link for approximately 25 minutes of CEU's on Local Health Department finances. He said that we will have an attestation sheet for them to sign next month.

Mr. Arn presented and discussed with the Board the 2026 Proposed Operating Budget. Mr. Arn stated that he will be presenting the 2026 Proposed Operating Budget to the DAC meeting as well.

Mr. Arn said that credit cards have been discussed for a while now. He spoke with the fiscal officer for the Highland County Health Department, and they have their own, it does not go through their county treasurer at all. Mr. Arn spoke with Merchants National Bank and was approved for a card. However, they will need a copy of the minutes and then to know the name on the cards. The bill will be broken down by the fiscal officer each month per program. Mr. Jennings asked about credits that may be applied to the card and how that would be handled. Miss Feters stated that it would be something that we would need to look into further, but it would probably go back on the card. Dr. McHenry made a motion to approve the Health Department commercial credit card application with those employee's names (Kyle, Pam, Steve, and Jennifer). Mr. Klump seconded the motion. All members present voted aye. Motion passed.

Mr. Arn explained the quote for office furniture from Sterling Distribution for the new building. Mr. Arn stated that they should be able to get the furniture within a couple of weeks and assemble it within a week. The quote was \$29,516.17. Mr. Jennings asked if we had gotten any other quotes from anywhere else. Mr. Arn stated that he did not, we wanted to try and keep it local as well as just bring a quote to the Board. Mrs. Williams stated that we are bringing the furniture that is newer and in good condition to the new building as well. Mr. Arn and Mrs. Williams stated that we went with reasonable furniture and that we have always worked with Sterling in the past and they are always good to us. Mr. Jennings asked if there may be any future large purchases. Mr. Arn and Mrs. Williams stated that they have tried to account for the most/all of the larger furniture purchases, maybe smaller in the future. Dr. McHenry made a motion to approve the bid from Sterling Distribution. Mrs. Richter seconded the motion. All members present voted aye. Motion passed.

Dr. McHenry made a motion to adjourn the meeting at 5:41pm. Mrs. Richter seconded the motion. All members present voted aye. Motion Passed. Meeting adjourned.



Ralph Jennings, President



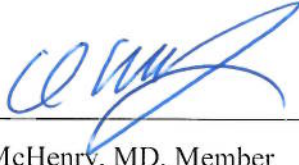
Mark Klump, Vice President



Rachael Jodrey, Member



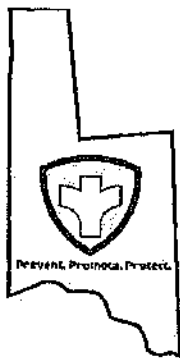
Dena Richter, Member



Michael McHenry, MD, Member



Kyle D. Arn, MS, REHS, Health Commissioner



Brown County Health Department

826 Mt Orab Pike, Georgetown, OH 45121

www.browncountyhealth.org

Health Commissioner: Kyle D. Arn, MS, RS

Our mission is to protect and improve the health of Brown County residents by providing preventive services, ensuring healthy environments and promoting healthy lifestyles.

PHONE: 937.378.6892 | TOLL FREE: 866.867.6892 | FAX: 937.378.4301 | MON-FRI 8AM - 4:30PM

March 13, 2025

Brown County Auditor
800 Mt. Orab Pike
Georgetown Ohio 45121

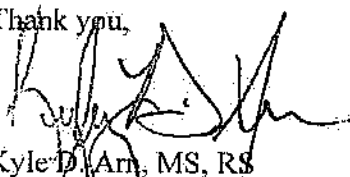
Attn: Colby

During the March Board of Health meeting, Mark Klump made a motion to make the following supplemental appropriation from 2025 unappropriated funds into the codes listed below. Michael McHenry seconded; motion carried.

Fund	Fund-Code	Amount
2600 (General)	2600-6000-52116 (General Other Expenses)	\$12,000.00

If you have any questions, please do not hesitate to contact Jennifer at the above number.

Thank you,



Kyle D. Arn, MS, RS
Health Commissioner

