

Brown County Board of Health

Board Meeting Minutes

April 9, 2025

The Brown County Board of Health met in regular session on Wednesday, April 9, 2025, with the following members present, Ralph Jennings, Mark Klump, Dr. Michael McHenry, Rachael Jodrey, and Dena Richter. Also attending was Health Commissioner, Kyle Arn, Environmental Health Director, Steve Dick, Public Health Nurse, Ami Yelton, Emergency Response Coordinator, Liz Pemberton, Fiscal Officer, Jennifer Fetters, and Miss Natalie Cooper. 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 March 12, 2025, provided to the board. Mrs. Jodrey made a motion to approve the minutes. Mrs. Richter seconded the motion. All members present voted aye. Motion passed. Mr. Klump made a motion to approve the minutes for the Special Meeting held on April 2, 2025. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

Approval of Bills:

Mr. Jennings asked about any unusual bills. Miss Fetters went over the bills. Dr. McHenry made a motion to approve the bills. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

Supplemental Appropriations:

Miss Fetters explained the Supplemental Appropriation to the Board. Mrs. Jodrey made a motion to approve the supplemental appropriation. Mr. Klump seconded the motion. All members voted aye. Motion passed.

Environmental Division:

Mr. Dick introduced Miss Natalie Cooper to the Board as the new Sanitarian In-Training. Mr. Dick informed the Board that the EPA stated the 2025 HSTS Grant has been temporarily frozen. However, the 2023 and 2024 HSTS Grant are still in effect and can be used. We do have applications stacking up and hopefully we can get it all used up.

Mr. Jennings asked Mr. Dick if there was any news on the campground on Bardwell West Road. Steve stated that he had spoken to her on Monday and he is done with his end, but the owner will need to go to ODH to get it going.

Nursing Division:

Mrs. Yelton updated the Board on the Mobile health clinics. They had their first one on April 2nd at Hope Emergency. It turned out to be a good day and they saw over 200 people. She provided the Board with a copy of the flyer with the information for the next event on April 16th. She stated we are excited to share our resources with the county and work with our partners on these events.

Emergency Response/Accreditation:

Mrs. Pemberton updated the Board on the CHEMPAK tabletop exercise on March 11th at Mercy Anderson Hospital. She explained what CHEMPAK was and stated that we performed well but we do need more training on CHEMPAK. She sent out the AAR as well. Mrs. Pemberton stated that we do have a lot of extra PPE and have been working with places, such as the OVM, to provide those items to places that need them. Mrs. Pemberton is participating in mobile events as well with emergency items and she has been providing things like go-bags for emergencies via a raffle at each event. ACAR update: We are on the agenda for the August meeting for that.

Administrative:

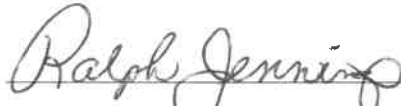
Mr. Arn presented the Quarterly Employee Spotlight award to Miss Jennifer Fetters.

Mr. Arn had the Board members sign the CEU attestation sheet regarding the link he emailed them last month on Health Department finances. Mr. Arn also discussed the 2026 Proposed Operating Budget with the Board. Mr. Jennings asked how it compared to last year. Mr. Arn stated that it was increased by about 5% for 2026. Mr. Arn explained that we did lose the EO23 grant; because of CDC state funding it was cut short. Mr. Arn said that he is keeping an eye on the WF23 Grant, but that is still in effect. Dr. McHenry made a motion to approve the 2026 Proposed Operating Budget. Mrs. Richter seconded the motion. All members voted aye. Motion passed.

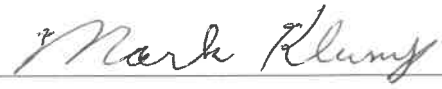
Miss Fetters discussed with the Board the revised Vitals Policy. Dr. McHenry made a motion to approve the policy. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

Mr. Arn informed the Board that we are looking into getting a small safe or lock box to store funds and the credit cards in for the new building. Mr. Arn stated that the furniture is expected to be available around next week at the earliest. Mr. Jennings asked if we might possibly be able to have our May meeting there and Mr. Arn states that it is a possibility, but we aren't sure yet.

Mr. Klump made a motion to adjourn the meeting at 5:18pm. Mrs. Richter seconded the motion. All members present voted aye. Motion Passed. Meeting adjourned.




Ralph Jennings, President



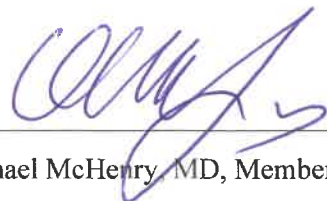
Mark Klump, Vice President




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

April 9, 2025

Brown County Auditor
800 Mt. Orab Pike
Georgetown Ohio 45121

Attn: Colby

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

Fund	Fund-Code	Amount
2600 (General)	2600-6000-52116 (Other Expenses)	\$30,000.00

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



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Vital Statistics Refund/Exchange and Payment Policy

4/9/2025

Exchange Policy

The Brown County Health Department (BCHD) offers an exchange policy for vital records, issued by our office, that have had changes or corrections to them. If a customer has purchased a birth or death record and that record experiences a change (i.e. affidavits, supplementals, legal name changes) within one (1) year of the date issued, the BCHD will exchange the previous record for the corrected one at no additional charge.

Refunds

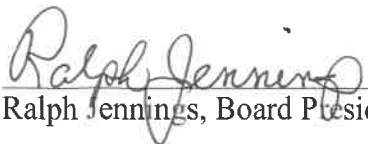
If an order is requested online through Vitalchek and the BCHD staff are not able to issue the record for any reason, they will refund the payment through Vitalchek.

The BCHD staff will search for a vital record prior to processing payment for the record whenever possible. Customers that are requesting records in the office will not be charged until it is verified that our office has the record being requested.

Accepted Payment Methods

The BCHD accepts Cash, Check, Money Order, and Credit/Debit Card payments. The BCHD utilizes Lexis Nexis hardware for credit/debit transactions in the office and over the phone. For online orders through Vitalchek, customers pay with a debit/credit card. When utilizing a credit/debit card the customer is charged a service fee by Lexis Nexis for the use of the card. The BCHD does not receive any portion of any service fees charged. For our current vital records fee, please refer to our Fee Schedule.

Ralph Jennings	<u>Aye</u>
Mark Klump	<u>Aye</u>
Michael McHenry	<u>Aye</u>
Rachael Jodrey	<u>Aye</u>
Dena Richter	<u>Aye</u>



 Ralph Jennings, Board President



 Kyle Arn, Health Commissioner

