

Brown County Board of Health

Board Meeting Minutes

May 14, 2025

The Brown County Board of Health met in regular session on Wednesday, May 14, 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, Deputy Health Commissioner, Pam Williams, Public Health Nurse, Ami Yelton, Emergency Response Coordinator, Liz Pemberton, Fiscal Officer, Jennifer Feters, 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 April 9, 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.

Approval of Bills:

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

Mr. Jennings welcomed Miss Cooper to the Health Department.

Environmental Division:

Mr. Dick went over a variance request with the Board. The variance was for closer than 50 feet between leach fields. Mr. Jennings asked if Mr. Dick was okay with this and Mr. Dick stated yes. Dr. McHenry made a motion to approve the variance request. Mr. Klump seconded the motion. All members voted aye. Motion passed.

Mr. Dick updated the board on the sludge at Rumpke. It comes from Green County on dump trailers. They have not been cleaning them at the landfills, so the sludge ends up on the highways. Rumpke is aware and is only giving them one chance to clean it off or they will not be allowed to dump in the landfill. Mr. Dick has discussed with Rumpke that it is a violation on their part, but they are working on correcting it.

Mr. Dick informed the board that we had a mobile food operation that came in and got their license, however their check bounced, and they have not corrected it in the last week and a half. We have sent a letter to the owner stating that they need to pay the fee within 10 days of the letter. Mr. Jennings stated that we should maybe revoke the license; Mr. Dick stated that it would have to go to the board to do that. We do have to wait until we have given them the notice, and they have not responded within those 10 days to revoke. Miss Feters informed the board that we also had a bounced check for birth certificates and have sent a letter on that as well.

Mr. Dick informed the board there is a housing issue on Pierce Road. The owner has built a new home and hasn't taken out any permits, either septic or plumbing. Mr. Dick has stated that we have not heard any response to the notices of violation from the owner and he would like to take to the Prosecutor. Mr. Klump made a motion to forward this case to the Prosecutor's Office. Dr. McHenry seconded the motion. All members voted aye. Motion passed.

Mr. Dick told the board that we have had more issues on Facebook. We have been keeping an eye on those and if complaints come in, we do respond. We received a complaint recently, but upon further investigation it was not valid according to the Ohio Code.

Nursing Division:

Mrs. Williams updated the board of the events that they have gone to recently and they have had great success with those. She stated that vaccines are dying down right now.

Emergency Response/Accreditation:

Mrs. Pemberton presented the board with a presentation on CHEMPAK, for CEUs. Mrs. Pemberton informed the board on the issues with the PHI/CRI grants with the proposed 2026 federal budget which would potentially eliminate these grants if it were approved. Our next fiscal year for PHI/CRI is July 1st and the federal budget is reviewed and approved; we could lose that grant by October 1st.

Administrative:

Mr. Jennings and Mr. Arn discussed the election of officers for the board members. Dr. McHenry made a motion to nominate Mr. Jennings for President. Mrs. Jodrey seconded the motion. All members voted aye. Mrs. Jodrey made a motion to nominate Mr. Klump for Vice President. Mrs. Richter seconded the motion. All members voted aye. Dr. McHenry made a motion to appoint Mr. Arn for the Solid Waste Advisory Board representative. Mrs. Richter seconded the motion. All members voted aye. All motions passed.

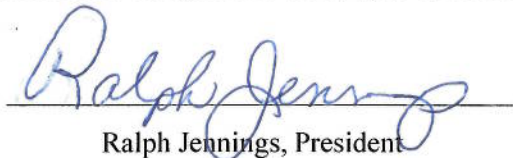
Mr. Arn sent the board an estimate for glass for the front desk at the new building. AC Glass stated they could have it up quickly, but we do not have a date for that yet. The quote was \$2275. Dr. McHenry made a motion to approve the estimate. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

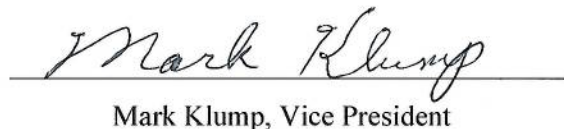
Mr. Arn informed the board that the open house is on the 21st from 3-5pm. Most of our furniture is put together but the Commissioners asked that we not bring in personal things until after the open house. The large items will be moved on the 27th. Mr. Arn requested to close the office on the 22nd, 23rd, 27th, and 28th to start moving items and try to get everything set up to reopen on the 29th of May. IT does not think they can get all the computers up and running by the 28th, so he will need at least an additional day for that. We will notify the public if those days are okay with the board. Mr. Jennings asked if we would need to appropriate more funds for additional furniture that may have been missed the first time. Mr. Arn and Mrs. Williams stated that yes, we may need some cabinets and tables and chairs at next month's meeting.

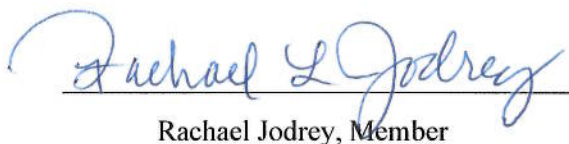
Mr. Jennings addressed the board with the motion to increase the board member compensation from \$40 to \$80 per meeting. That is the maximum that is allowable to pay the Board of Health members. Mr. Jennings made a motion to increase the board compensation per meeting to \$80. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed, and will take effect in June 2025

Mr. Arn asked the board to enter Executive Session for personnel reasons at 5:30pm. Roll Call Vote; Mrs. Jodrey, aye, Mrs. Richter, aye, Mr. Jennings, aye, Mr. Klump, aye, and Dr. McHenry, aye. The board exited Executive Session at 5:36pm.

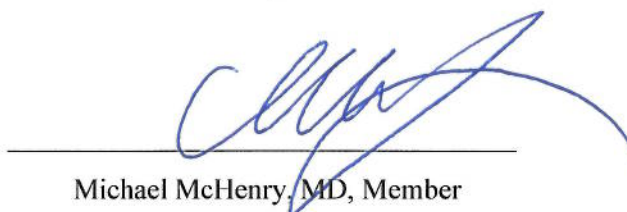
Mr. Klump made a motion to adjourn the meeting at 5:37pm. Mrs. Jodrey seconded the motion. All members present voted aye. Motion Passed. Meeting adjourned.


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

Brown County Auditor:

May 14, 2025

The Brown County Board of Health met in regular session on May 14, 2025, and approved the following bills for payment:

Kyle Arn	April Mileage & Sewage TAC Meeting Meal Reimbursement	\$660.48
April Bishop	April Mileage	\$37.80
Natalie Cooper	April Mileage	\$1.40
Stephen Dick	April Mileage & Facility Layout & Equipment Workshop Meal Reimb.	\$442.66
Andrew Louderback	April Mileage & OEHA Conf Meal Reimbursements	\$588.17
Elizabeth Pemberton	April Mileage	\$140.00
Pamela Williams	April Mileage	\$187.60
Ami Yelton	April Mileage & Cell Phone Stipend	\$219.00
Verizon Wireless	Cell Phones	\$275.01
Merchants National Bank	Credit Card Statement - Meal, Conference & Hotel Reimbursements	\$1,861.53
Amelia Locksmiths	Vitals Cabinet Lock Fixes	\$80.00
Brown Co. Sheriff's Office	BCI/FBI Check - Natalie Cooper	\$30.00
Sterling Distribution	New Office Furniture	\$29,812.56
Ohio Div. of Real Estate	Burial Permits	\$7.50
AOHC	New Employee Training - E.P; A.L.; N.C.; E.B.	\$160.00
Wells Fargo	Copier Leases	\$109.12
Mark Klump	Board Member Services	\$40.00
Rachael Jodrey	Board Member Services	\$40.00
Hamilton Co. Health Department	Plumbing Permits	\$5,223.00
Prosource	Copier Maintenance	\$94.20
Dena Richter	Board Member Services	\$40.00
Michael McHenry	Board Member Services	\$40.00
McKesson	Typhoid Vaccine	\$159.79
Ohio EPA	Rumpke CDD	\$3,467.90
ODH	FSO Transmittal	\$224.00
ODA	RFE Transmittal	\$28.00
ODH	Sewage Transmittal	\$74.00
R. Varney Marketing & Photography	Mobile Unit Yard Signs	\$86.94
Stericycle	May 2025 Steri-Safe Pick Ups	\$212.78
Ohio SOPHE	Pamela Williams Membership	\$50.00

Equal Opportunity Employer

Signed:

Ralph Jennings

Ralph Jennings, President

Mark Klump

Mark Klump, Vice President

Michael McHenry

Michael McHenry, MD, Member

Dena Richter

Dena Richter, Member

Rachael L Jodrey

Rachael Jodrey, Member