

## Brown County Board of Health

### Board Meeting Minutes

July 9, 2025

The Brown County Board of Health met in regular session on Wednesday, July 9, 2025, with the following members present, Ralph Jennings, Dr. Michael McHenry, Dena Richter, and Rachael Jodrey. Also attending was Health Commissioner, Kyle Arn, Deputy Health Commissioner, Pam Williams, Fiscal Officer, Jennifer Fetters, and Emergency Response Coordinator/Accreditation Coordinator, Elizabeth Pemberton. 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 June 11, 2025, provided to the board. Dr. McHenry made a motion to approve the minutes. Mrs. Jodrey seconded the motion. All members present voted aye. Motion passed.

#### Approval of Bills:

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

#### Environmental Division:

Mr. Arn explained that there was a variance to waive the bond and insurance for a homeowner to install a septic. He also discussed that he and Mr. Dick updated the nuisance complaint policy and procedures. Mr. Jennings asked if it was required to file a complaint in writing and Mr. Arn explained that anything that isn't a mandated program is required to have a written complaint. Mr. Arn also stated that law enforcement and township trustees are allowed to call in complaints without filing a complaint form. Mr. Arn asked the Board to review the updated Nuisance Policy and either approve or reject the updates. Mr. Jennings asked what happens when there is a nuisance within a village. Mr. Arn stated that he will work with the village but tries to push the village to fix the issue themselves first. Mrs. Richter asked if there was an electronic way to submit a complaint. Mr. Arn explained that there is a fillable pdf on the website that they can fill out and email it to our office, or they can submit it in person. Dr. McHenry stated that the end portion was a little confusing about whether the complainant will need to provide their name. Mr. Arn will revise and will bring it to the Board in August. Mr. Jennings asked about the septic issue involving Mrs. Helbling on US 62. Mr. Arn stated that they have been working on it and Mrs. Bissantz has offered to purchase that property from Mrs. Helbling. The water has been turned off at the property.

#### Nursing Division:

Mrs. Williams updated the board on the Fair; we are changing locations within the Orville Waylon Building. She stated that we are changing spots to get a smaller spot. She stated the mobile van will be at the back gate this year. Mrs. Williams said there is an event at the Sardinia Church of Christ this Saturday starting at 6pm. She stated that the National Night Out is August 5<sup>th</sup>, at the Eagles here in Georgetown and there will also be one at Mt. Orab Park as well. The mobile unit will serve as the water resource for the event; to help provide things like water and popsicles to participants and we have purchased washable markers for the children.

Mrs. Williams updated the Board on the process flow and interaction within the new building. Mr. Arn and Mrs. Williams have discussed utilizing Cheryl as our greeter to help direct customers where they need to go and to provide information on events and services that are offered. This will help to add outreach for the Health Department. The BMV and the Title Office being in the same building as us has significantly increased the amount of foot traffic in the building and this would help increase public awareness of our services.

Emergency Response/Accreditation:

Mrs. Pemberton updated the Board on the PHEP/CRI grants; PHEP is being paid at 72% and CRI is at 100%, but we are waiting to hear more from ODH. Mrs. Pemberton stated that Mrs. Kohler, Miss Cooper, Mr. Louderback, and herself went to Columbus for New Employee Training yesterday.

Administrative:

Mr. Arn stated that he does not have an official quote from Daniel for the generator that is still located at the prior building, to remove it. It is up to us if we want to move it, sell it or leave it. Mr. Arn and Mr. Jennings have spoken regarding what to do with it. Daniel stated that it may be around \$1500 to remove, and the value would be around \$10K to sell. Mr. Arn stated that the only other thing that is in the old building is the phones, if whoever is moving in the old building wants them, they can have them, otherwise we will have ABCAP recycle them. Mr. Arn stated that it might be worth it to try to sell the generator. Mr. Jennings stated that maybe the new tenants would want to keep it in case of emergencies, it might be valuable to have a place that would have electricity in a situation like that. He stated that possibly 911 might also need a new generator and might be interested. Mr. Arn stated that we have a little bit of time to decide, and he will discuss this with the Sheriff's office and get back to the Board.

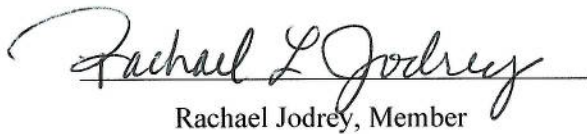
Mr. Arn stated during COVID we were provided with many boxes of PPR, and we have been trying to distribute it. He stated that we are looking into renting a U-Haul truck to take the remaining PPE to Mathew 25 Ministries, the estimate is about \$160 to rent that U-Haul. We are keeping a small amount of PPE for emergencies. Mr. Arn stated that we have taken truck loads to different places like OVM, nursing students and Matthew 25 Ministries already, but there is still a lot left.

Mr. Arn said that we are still on schedule to get the front desk glass installed. They can install during work hours and do a good job to not disturb workflow. This will be done in the next 2-3 weeks.

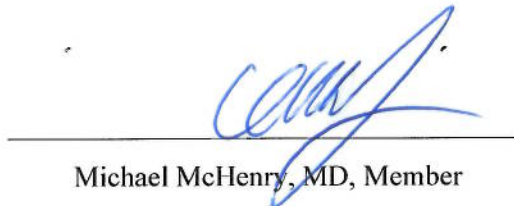
Dr. McHenry made a motion to adjourn the meeting at 5:35. Mrs. Jodrey seconded the motion. All members present voted aye. Motion passed. Meeting adjourned.

  
Ralph Jennings, President

Not Present  
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:

July 10, 2025

The Brown County Board of Health met in regular session on July 9, 2025, and approved the following bills for payment:

Kyle Arn	June Mileage	\$202.30
Natalie Cooper	June Mileage	\$254.10
Stephen Dick	June Mileage	\$502.60
Andrew Louderback	June Mileage	\$425.25
Elizabeth Pemberton	June Mileage	\$238.00
Pamela Williams	Mobile Unit Supplies & Resource Event; June Mileage	\$534.10
Ami Yelton	June Mileage & Cell Phone Stipend	\$34.20
Verizon Wireless	Cell Phones	\$184.23
Merchants National Bank	Credit Cards - P. Williams Hotel; Certificate of Mailing; Key Copies	\$831.17
Amazon	Office Supplies	\$397.40
Perfect Print	Business Cards	\$240.00
Sterling Distribution	Office Supplies	\$8.77
NSO	P. Williams Nursing Liability Insurance	\$127.00
Ohio Div. of Real Estate	Burial Permits	\$2.50
ODH	Vitals Quarterly Fees	\$9,432.16
Prosource	Copier Maintenance	\$94.20
<del>Mark Klump</del>	<del>Board Member Svcs</del>	<del>\$80.00</del>
Rachael Jodrey	Board Member Svcs	\$80.00
Dena Richter	Board Member Svcs	\$80.00
Michael McHenry	Board Member Svcs	\$80.00
Adobe	Adobe Pro License Renewal	\$273.48
Hamilton Co. Public Health	Plumbing Permits	\$7,670.00
Sanofi Pasteur	Quadracel & Menquad Vaccines	\$588.95
Ohio EPA	Rumpke CDD - May 2025	\$4,097.13
ODH	Camp Park Transmittals	\$110.00
Amazon	Food Service Inspection Supplies	\$112.92
ODH	FSO Transmittal	\$252.00
ODH	Pool Transmittal	\$540.00
Brown Co Ag Society	2025 Brown Co. Fair Booth & Passes	\$475.00
ODH	Sewage Transmittal	\$475.00
Amazon	NARCAN Supplies	\$730.14
Stericycle	July Steri-Safe Pick Ups	\$227.67
Hudson Fuel Oil, Inc.	Mobile Unit Fuel	\$118.86

*Not Present*

Equal Opportunity Employer

Sterling Distribution	National Night Out Supplies	\$1,024.40
Wisebatch	Xylazine Test Strips	\$1,000.00

Signed:

Ralph Jennings

Ralph Jennings, President

Not Present

Mark Klump, Vice President



Michael McHenry, MD, Member

Dena Richter

Dena Richter, Member

Rachael L Jodrey

Rachael Jodrey, Member



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BOARD OF HEALTH MEETING  
Sign In Sheet

Date: July 9, 2025

<u>NAME</u>	<u>PHONE or EMAIL</u>
<i>Rachael &amp; Golley</i>	937-618-1846
<i>Anna Richter</i>	513-708-8076
<i>Ralph Jennings</i>	937-654-3625
<i>Janet Williams</i>	937-822-1066
<i>Jiz M</i>	937-378-40892
<i>[Signature]</i>	937-631-8134
<i>[Signature]</i>	937-378-6892
<i>Jennifer Ellis</i>	937-378-6892

Equal Opportunity Employer

