

Brown County Board of Health
Board Meeting Minutes
September 10, 2025

The Brown County Board of Health met in regular session on Wednesday, September 10, 2025, with the following members present, Ralph Jennings, Dr. Michael McHenry, Dena Richter and Mark Klump. Also in attendance were Health Commissioner, Kyle Arn, Deputy Health Commissioner/Director of Nursing, Pam Williams, Emergency Response/Accreditation Coordinator, Elizabeth Pemberton, Fiscal Officer/Local Registrar, Jennifer Fetters. 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 August 13, 2025, provided to the board. Dr. McHenry made a motion to approve the minutes. Mrs. Richter seconded the motion. All members present voted aye. Motion passed. Mr. Jennings asked if there were any questions regarding the Special Board meeting on August 20, 2025. Mr. Klump made a motion to approve the minutes of the Special Meeting. Mrs. Richter seconded the motion. All members present voted aye. Motion passed.

Approval of Bills:

Mr. Jennings asked about any unusual bills. Mr. Arn and Miss Fetters explained the bills. The Board asked about the 1011 Technology bill. Miss Fetters explained that it was the IT bill for Q4 2024 overtime as well as Q1 2025. Dr. McHenry made a motion to approve the bills. Mr. Klump seconded the motion. All members voted aye. Motion passed.

Environmental Division:

Mr. Arn explained that Mr. Dick was unable to attend the meeting. Mr. Arn discussed with the Board a sewage nuisance that he recommends being sent to the County Prosecutor's office. Mr. Arn showed the Board the 3 NOV's that have been sent to the property owner. Mr. Jennings made a motion to send the sewage nuisance for Robert & Sarah Negley, 15023 Chad Lane, Williamsburg, Ohio 45176 to the County Prosecutor's Office for further action. Mr. Klump seconded the motion. All members present voted aye. Motion passed. Mr. Arn explained to the Board that Mr. and Mrs. Negley do not qualify for the HSTS Grant. The Board members reviewed the file and asked some questions about the nuisance. Mr. Jennings asked if Mrs. Mary McMullen was still our prosecuting attorney since she is moving to magistrate. Mr. Arn said yes, as far as he is aware.

Nursing Division:

Mrs. Williams updated the board on vaccines; we are starting to get in flu and Moderna vaccines. We will start providing those vaccines next week. An event was completed at the Talbert House, and they have another event at Hope Emergency next week as well. Mrs. Williams stated that every Friday in October, school staff flu shots are being done. She stated that Harm Reduction is still doing well. The Board discussed the timing for receiving flu shots and when to get them. They also discussed that there is a new rule by the FDA about needing a prescription to get a COVID shot at places like CVS, etc. if you are not high risk or over 65. Mrs. Williams will research that; she had not heard of that yet. Mrs. Williams thinks that our revenue is down

because we did not give as many flu shots last year since we did not have the COVID shot, as most people of a certain age wanted both at the same time. Mrs. Williams planned three after school clinics in August and stayed until 6:30 PM and no one came to those. As a result, she said that next year we will not do those but may plan more days during the week to for appointments. Mrs. Williams discussed the 2026 Health Fair.

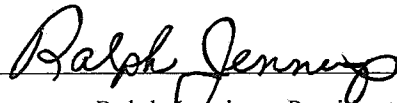
Emergency Response/Accreditation:

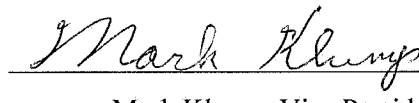
Mrs. Pemberton updated the Board on the PHEP Grant. She stated that it is now 100% funded. Mrs. Pemberton also told the Board that a Safety Team had been created, consisting of Natalie, Jennifer, and herself and they will be working on safety plans for our office. Mrs. Pemberton stated that the Health Department was officially accredited.

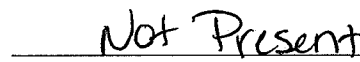
Administrative:


Mr. Arn reiterated the huge accomplishment of being accredited. Mr. Arn discussed that next month we will be looking at the Food and Camp Park Cost Methodologies. He also presented to the Board, the MOU with the County Commissioners for the outdoor building to house the Mobile Van and some excess supplies. He also presented the Board with a presentation video on PHAB for Board CEU's. Mr. Arn also discussed cybersecurity House Bill 96 was passed requiring every political subdivision to have a cybersecurity policy, but he is waiting to hear back from Jeremy with 1011 Technology on that. Mr. Arn thought this needed to be in effect by the end of September, we may have an older policy that we could use for now, but we would like to mirror the county since we utilize the county IT company. He also would like to talk with R. Varney Designs to see if they could design a new website for us. We would like to update the site a bit. Miss Fetters and Mr. Arn are working on the 2026 budget.


Dr. McHenry made a motion to adjourn the meeting at 5:43pm. Mr. Klump seconded the motion. All members present voted aye. Motion passed. Meeting adjourned.

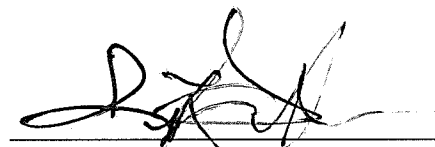

Ralph Jennings, President


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

September 11, 2025

Brown County Auditor
800 Mt. Orab Pike
Georgetown Ohio 45121

Attn: Colby

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

Fund	Fund-Code	Amount
2600 (General)	2600-6000-52116 (Other Expenses)	\$20,000.00
2611 (CRI)	2611-6000-52116 (Other Expenses)	\$15,000.00

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

