



Public Health  
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# Brown County Health Department

9116 Hamer Road, Suite 101, Georgetown, OH 45121  
(P) 937.378.6892 | (F) 937.378.4301 | Monday – Friday 8AM – 4:30 PM  
www.browncountyhealth.org



## Brown County Health Department Board of Health Meeting

The Brown County Health Department met in regular session on Wednesday, October 8, 2025. The following members were present, Ralph Jennings, Mark Klump, Rachael Jodrey and Dena Richter. Also in attendance were Kyle Arn, Health Commissioner; Pamela Williams, Deputy Health Commissioner/Nursing Director; Jennifer Fettes, Fiscal Officer/Local Registrar; Ami Yelton, Public Health Nurse; Elizabeth Pemberton, Emergency Response/Accreditation Coordinator; Guest Lindsey with UC College of Nursing. President Ralph Jennings called the meeting to order at 5:00 pm.

### Approval of Board Minutes

**1. September 10, 2025, Board of Health Meeting Minutes** - Mr. Jennings asked if there were any questions or corrections to the minutes provided to the Board for the September monthly meeting. Mrs. Jodrey motioned to approve the minutes; Mr. Klump seconded the motion. All members voted aye. Motion passed.

**2. September 26, 2025, Special Board of Health Meeting Minutes** – Mr. Jennings asked if there were any questions or corrections to the minutes provided to the Board for the September Special meeting. Mrs. Richter motioned to approve the minutes; Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

### Approval of Bills

Mr. Jennings asked if there were any unusual bills. Mrs. Williams explained the flu vaccine bills and Mr. Jennings asked for clarification on if we have always paid for those and Mrs. Williams stated that yes, we do not get those vaccines free, it is purchased. She also stated that we have both high dose and regular flu shots available. Mr. Klump motioned to approve the bills; Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

### Supplemental Appropriations

The Board reviewed the following Supplemental Appropriations:

Fund	Fund-Code	Amount
2600 (General)	2600-6000-52116 (Other Expenses)	\$6,500.00
	2600-6000-52188 (Nursing Supplies)	\$25,000.00
2605 (Food Service)	2605-6000-52114 (Travel & Training)	\$2,000.00
	2605-6000-52530 (Treasurer of State)	\$250.00
2606 (PHI)	2606-6000-52118 (Contract Services)	\$250.00
2610 (Sewage)	2610-6000-52114 (Travel & Training)	\$2,000.00



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Miss Fetters explained the above appropriations to the Board, regarding that they are to cover additional expenses that were not expected in the initial 2025 budget with some overage for travel costs throughout the remainder of the year. Mrs. Jodrey motioned to approve the proposed supplemental appropriations; Mrs. Richter seconded the motion. All members voted aye. Motion approved.

### **Environmental Division**

Mr. Arn explained that Mr. Dick, Environmental Health Director, was unable to attend tonight's meeting. Mr. Arn explained that this month, our office had its ODA (Ohio Department of Agriculture) RFE survey. The results of this survey should be received shortly.

Mr. Jennings asked about the HSTS Grant, did we have any projects up for bid now, or soon? Mr. Arn stated that we didn't have any currently up for up for bid.

### **Nursing Division**

Mrs. Williams informed the Board that this Saturday, October 11th from 11 am – 6 pm, we are going to be at the square in Georgetown for the Women Helping Women event. The mobile unit will be set up and have resources and hygiene kits for any who needs them.

Mrs. Williams stated that the first round of school flu shots will be at Western Brown, and they estimate they will provide around 100 flu vaccines for that location. School shots will continue until the nurses have visited each school district in the county. Mr. Jennigs asked about payment for these vaccines and Mrs. Williams explained that it is paid from the Consortium. The Consortium pays the full amount after all the vaccinations are completed.

Mrs. Williams also stated that flu shots are available, and our clinic day continues to be on Tuesdays by appointment. Planning for the March 2026 Health Fair is underway with around 45 agencies confirmed to attend.

### **Emergency Response/Accreditation:**

Mrs. Pemberton updated the Board on the fair week and that she has been helping Mrs. Williams with the Prevention Point Program and assisting with scribe duties at the school flu shot clinics.

The Health Department received our accreditation plaque this month and that was passed around for the Board to see. This plaque will be hung in the lobby of our office.

### **Administrative**

**Resolutions:** The Board had their first reading of the Resolution 2025-102 2026 Food License Fees and Resolution 2025-103 2026 Campground License Fees. Mr. Arn informed





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the Board that we will be sending out notices to the operators of all the facilities, both food and campground, and the public hearing for these proposed 2026 fees will be at the November Board of Health Meeting. If approved, these fees will be adopted at the December Board of Health Meeting and would go into effect January 1, 2026.

**Resolution 2025-102 2026 Food License Fees** - Mr. Arn stated that these fees are based on the 2024 numbers of hours worked in each program area, program expenses and salaries. The food fees will go down about 45% for 2026 due to losing a staff member. Mr. Arn stated that with new staff members, it is very possible that these fees may rebound in 2027.

**Resolution 2025-103 2026 Campground License Fees** – Mr. Arn also stated that the campground fees will be down a bit as well. Our office has not completed cost methodology for this program in quite a few years.

Mr. Jennings asked Mr. Arn if we will be able to explain to the operators why the fees changed so drastically and may potentially increase in 2027. Mr. Arn stated that yes, should they have questions, we would explain to them that staff turnover at different pay rates makes a difference in the cost methodology.

**Policies and Procedures:** The Board reviewed the updated policies for approval. The changes to these policies and manuals are in accordance with the financial audit review, Mr. Arn and Miss Fetters explained the changes and showed the Board the list of changes to the Personnel Policy and Procedure Manual.

**1. Record Retention Policy** - Mr. Klump motioned to approve the updated record retention policy; Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

**2. Personnel Policy and Procedure Manual** – Mrs. Jodrey motioned to approve the Personnel Policy; Mr. Klump seconded the motion. All members aye. Motion passed.

**Health Space:** Mr. Arn discussed our current system form records and licensing, which is HDIS, within the environmental section. This program is also used for receipts and personnel daily sheets. Mr. Arn stated that the state has been developing a program called Accella, but that program has a lot of bugs and issues, so he has reached out to Health Space which would replace HDIS. Health Space is a yearly subscription, just as HDIS is, they cost would be different, but it would also have more features that would be helpful to daily work. Mr. Arn will get an estimate for Health Space because we would like to investigate transferring to that program, if possible, by the first of the year 2026.

**Board Member CEUs:** The Board was presented with a video on Foundational Public Health Services and Assessments to watch at this time. This will serve as CEU's for the board members.

### Executive Session

The Board discussed entering executive session to discuss personnel and performance.



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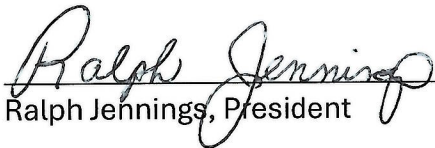
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Roll call vote: Ralph Jennings, aye  
Rachael Jodrey, aye  
Mark Klump, aye  
Dena Richter, aye

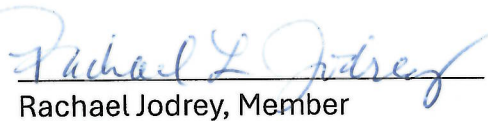
All members aye. The Board entered executive session at 5:42 pm. At 6:02 pm, the Board exited executive session. Mr. Jennings asked for a motion to approve the \$1 per hour raise for Natalie Cooper. Mrs. Richter motioned to approve the raise; Mr. Jennings seconded the motion. All members aye. Motion passed.

### **Adjournment**

Mr. Klump made a motion to adjourn the meeting at 6:05 pm. Mrs. Jodrey seconded the motion. All members aye, meeting adjourned.

  
Ralph Jennings, President

  
Mark Klump, Vice President

  
Rachael Jodrey, Member

  
Dr. Michael McHenry, Member

  
Dena Richter, Member

  
Kyle D. Arr, Health Commissioner