



Public Health
Prevent. Promote. Protect.

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, November 12, 2025. The following members were present, Ralph Jennings, Mark Klump, Rachael Jodrey and Dr. Michael McHenry. Also in attendance were Kyle Arn, Health Commissioner; Pamela Williams, Deputy Health Commissioner/Nursing Director; Jennifer Fetters, Fiscal Officer/Local Registrar; Ami Yelton, Public Health Nurse, and Steve Dick, Environmental Health Director. President Ralph Jennings called the meeting to order at 5:00 pm.

Approval of Board Minutes

1. October 8, 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 October monthly meeting. Mrs. Jodrey motioned to approve the minutes; Mr. Klump seconded the motion. All members voted aye. Motion passed.

Approval of Bills

Mr. Jennings asked if there were any unusual bills. Miss Fetters explained the bills. Dr. McHenry 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	Increase Amount	Appropriation Amended Budget
2600 (General)	2600-6000-52114 (Travel & Training)	\$2,000.00	\$13,000.00
2601 (Wellness)	2601-6000-51123 (Leave Pay Off)	\$735.00	\$735.00
	2601-6000-51118 (PERS)	\$105.00	\$105.00
	2601-6000-51119 (Medicare)	\$12.00	\$12.00
2609 (Pool/Spa)	2609-6000-51111 (Salaries)	\$740.00	\$3,360.80
	2609-6000-51118 (PERS)	\$150.00	\$520.00
	2609-6000-51119 (Medicare)	\$10.00	\$50.00
2610 (Sewage)	2610-6000-52116 (Other Expenses)	\$9,900.00	\$14,900.00
2611 (CRI)	2611-6000-52116 (Other Expenses)	\$4,000.00	\$24,000.00

Miss Fetters explained the above appropriations to the Board. Mrs. Jodrey motioned to approve the proposed supplemental appropriations; Mr. Klump seconded the motion. All members voted aye. Motion approved.



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Environmental Division

Mr. Dick discussed the Department of Agriculture food survey with the Board. The survey had concerns about policies such as violation policies. Mr. Dick explained that in 2013 everything was fine, but in 2016 we were surveyed again and required a violations policy so that was created and amended over the years. In 2023 the survey stated that the policy needed to be increased to include non-critical violations. However, this year's survey had an issue with that policy, stating that it was too strict. Every time, except for 2013 and 2016 the surveyor from Ag has been a different person. Mr. Dick will be going back and revising this policy to meet the requirements that Dept. of Ag is wanting. The Board asked how often we go back for critical inspections? Mr. Dick stated for things like meat freezers not being proper temp, for example, then within a week we would go back out to make sure that it is corrected. Mr. Jennings asked what other county's policies look like. Mr. Dick stated that he wasn't sure, but he will look at theirs as well, but the non-critical violations is the policy that they had the issue with. Mr. Dick will be coming back to the Board after the survey results and bring the updated policy for this.

Nursing Division

Mrs. Williams informed the Board that the Hoxworth blood drive is November 25th. She stated that Mercy Mammogram van is next Monday and the St. Elizabeth Van is December 8th at the office. Mrs. Williams shared with the board the HCPH reportable diseases report, but those are down overall. There was a possible measles exposure, but they do not have the results yet.

Mrs. Williams discussed the prevention point program. The exchange is struggling, we are not getting any treatment referrals, there has been very little movement and the clients that are using the exchange now are coming simply because they are getting free items. Mrs. Williams stated that it has been difficult being there recently. We have had reduction in users, but the ones that are coming to the program are those that are probably never going to stop. She feels at this time the exchange should close. Mrs. Williams doesn't feel that we are helping anyone anymore, the clients coming are treating it like a one-stop shop and do not want to get help.

Mrs. Williams talked with Daryl Hamm from Hamilton County and said that funding is severely limited in what we can purchase with that funding now and we cannot use it for things that are needed like hazardous waste disposal or syringes. She feels like there are other opportunities and better uses of our time and money. After discussing this with the BMHAS and Daryl it was recommended that we pursue other avenues. Safety has also been a concern, and with all these factors, she feels this is the best decision going forward. Dr. McHenry asked about the impact of the program on disease prevention. Mrs. Williams stated that there isn't any way to truly track that information anymore, there isn't any way to quantify that data.



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Other counties have either closed or are considering closing theirs. Mr. Jennings asked about the traffic per week. Mrs. Williams stated sometimes it is 10, sometimes it's less with a maximum of 20 per week. Mr. Jennings asked about moving the program, but Mrs. Williams stated that they have discussed this and no other office wants the liability of it. She has made up a list of locations where exchanges are still ongoing and will provide that to the clients that come to the exchange. Dr. McHenry asked if she thought there were other options for those that do want to exchange. Mrs. Williams stated yes. Mr. Jennings asked if the board voted to start the program. Mrs. Williams stated that she didn't think so, but she would check the prior minutes and bring that to the board next month. Mr. Jennings asked if Deanna Vietze wants the program gone. Mrs. Williams stated that she doesn't think she wants it to be gone, but because of their office safety and the location it is difficult to have it there. Mrs. Williams would like to make it effective at the end of this year, with the blessing of the Board. Mr. Jennings stated that he would like to do that officially at the next meeting.

Mrs. Williams told the Board that the Ohio State Lung Screening van is secured to be here on December 11th this year. She passed around a flyer for the board to look at.

Emergency Response/Accreditation:

Mr. Arn informed the board that Mrs. Pemberton turned in her resignation. She did this for a couple of reasons, one of those being with the instability of the PHEP grant. She has taken another position, and her last day will be November 24th. Mr. Arn is working on the position description and will be advertising soon. He has discussed this position with other counties and after that feels that this position is not a full-time one. He would like this to be a part-time position at 28 hours per week. This person would also assist out front with receipts and vitals whenever possible. We will check with the auditor on the hours for the part-time employee. This person would not be the accreditation coordinator, and the health commissioner cannot be the accreditation coordinator. He spoke with Mrs. Williams, and she will take over that role.

Administrative:

Resolutions: The Board had the second reading of the Resolution 2025-102 2026 Food License Fees and Resolution 2025-103 2026 Campground License Fees.

Resolution 2025-102 2026 Food License Fees – Mr. Arn stated that this was the Public Hearing for these fees. There were no operators in attendance. December will be the approval of this resolution, if applicable.

Resolution 2025-103 2026 Campground License Fees – Mr. Arn stated that this was the Public Hearing for these fees as well. There were also no operators in attendance. December will be the approval of this resolution, if applicable.

2026 Operating Budget: Mr. Arn presented the Board with the updated 2026 Operating Budget and explained the need to approve it. He explained that the actual numbers were



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updated once Miss Fetters entered them into the VIP in September. Dr. McHenry made a motion to the 2026 Operating Budget; Mr. Klump seconded the motion. All members voted aye. Motion passed.

Generator: Mr. Arn and the Board discussed the generator located at the old office. Mr. Jennings made a motion to leave it at the old office and donate it to the County Commissioners; Dr. McHenry seconded the motion. All members voted aye. Motion passed.

Website: Mr. Arn told the Board that he has been working with Jeremy with 1011 Technology Consulting on the website. We would like to update our site to be more user friendly and to contain more information for the public. Mr. Arn presented a website that Jeremy is working on for the county so that the Board can see what they could potentially do. Hopefully, we will have a proposal within the next 30 days or so. Mr. Jennings asked if we would keep some sort of control on the website for things that need updated, for example job posting etc. Mr. Arn said yes, he discussed that with Jeremy.

Executive Session

The Board discussed entering executive session to discuss personnel compensation.

Roll call vote: Ralph Jennings, aye
Rachael Jodrey, aye
Mark Klump, aye
Michael McHenry, aye

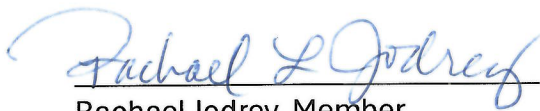
All members voted aye. The Board entered executive session at 5:47 pm. At 6:07 pm, the Board exited executive session. There were no decisions made during executive session.


Adjournment

Mr. Klump made a motion to adjourn the meeting at 6:12 pm. Dr. McHenry 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. Arn, Health Commissioner