

## Brown County Board of Health

### Board Meeting Minutes

**January 10, 2024**

The Brown County Board of Health met in regular session on Wednesday, January 10, 2024, at 5:00pm with the following members present; Ralph Jennings, Mark Klump, and Dr. McHenry. Also attending was Health Commissioner, Kyle Arn, Emergency Response Coordinator, Liz Pemberton, Deputy Health Commissioner/ Director of Nursing, Pam Williams, Fiscal Officer/Administrative Assistant, Jennifer Fetters, and Environmental Health Director, Stephen Dick. Board President Ralph 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 January 10, 2024, provided to the board? Dr. McHenry made a motion to approve the minutes. Mr. Klump seconded the motion. All members present voted aye. Motion passed.

#### **Approval of Bills and Supplemental Appropriations:**

Mr. Jennings asked about the Rumpke license bill, and the HSTS Grant reimbursement. Mr. Klump made a motion to approve the bills. Dr. McHenry seconded the motion. All members voted aye. Motion passed. Miss Fetters explained the Supplemental Appropriations to the Board. Mr. Klump made a motion to approve the Supplemental Appropriations. Dr. McHenry seconded the motion. All members voted aye. Motion passed.

The new employee's discussion was presented, no need to go into Executive Session. Mr. Arn and Mr. Dick introduced Mr. Andrew Louderback for the Sanitarian in Training position, and said he interviewed well and offered his resume to the Board for review. Mr. Louderback has his SIT certification already. The Board discussed the 120-day probation period. Mr. Jennings stated the starting salary would be \$19 per hour and Mr. Louderback is not sure if he will be taking the insurance or the buyout amount. The board asked Mr. Louderback several questions about himself. Mr. Louderback can start on the 22<sup>nd</sup>. Dr. McHenry made a motion to hire. Mr. Klump seconded. All members voted aye. Motion passed. The other position that is out for hire is the environmental secretary. Miss Erin Boone was introduced to the board by Mr. Arn. Twelve individuals were interviewed, and Miss Boone presented herself very well and has a lot of office experience. The board discussed that Miss Boone has a lot of work experience and most of those jobs were concurrent with each other or with school. The board asked Miss Boone several questions about herself. The starting salary would be \$16 and there would be that 120-day probationary period. Mr. Klump made a motion to hire. Dr. McHenry seconded the motion. All members present voted aye. Motion passed.

#### **Environmental Division:**

Mr. Dick updated the board on the food inspections, hopefully they will be wrapped up by the beginning of February. He hopes to use the downtime in February to focus on training Mr. Louderback. Mr. Jennings asked if installers wait to register for the year or if they go ahead and send it in. Mr. Dick stated it is usually 50/50. Any variances, there were none.

#### **Nursing Division:**

Mrs. Williams updated the board on the RSV and Flu shots, partnered with Area Agency on Aging District 7 and whoever comes in for shots can get a gift card to Kroger. Mrs. Williams provided the board with numbers on the prevention point program: 98K needles have been exchanged since the start of the program. Mrs. Williams explained the prevention point program to Miss Boone and how it works. We have two vending machines for the harm reduction program. She hopes to have more numbers by the DAC meeting in March. She has flyers that

she hopes to hand out to offices around the county that tell all the services that harm reduction provides. Sharps containers are increasing in price, so we are asking people to save puncture proof containers to provide to the program for those that need sharps containers to use in place of sharps containers. We are waiting for the title for the mobile unit. The unit will be parked until we receive the title, once we get that we can utilize the unit for many services that the health dept offers.

**Emergency Preparedness:**

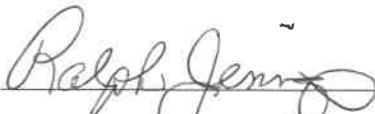
Mrs. Pemberton explained to the Board that she is preparing for the upcoming tabletop exercise but has been helping in the front office as well.


**Administrative:**


Mr. Arn stated the DAC meeting will either be 13<sup>th</sup> or the 14<sup>th</sup> of March. Mr. Arn discussed if Mr. O'Hara will be running for the Board of Health again this year or not, he is currently the DLC member. Mr. Arn has proposed to do away with the DLC member position and make that seat an "at large" position. If we do not do that, then the person that fills the DLC member must be a representative from a licensed county business, such as food or campgrounds. Mr. Jennings stated that he thought the board had the authority to do away with the DLC member requirement. Mr. Jennings asked the board their thoughts. Dr. McHenry stated that if it's not required then we should do away with the position. Mr. Arn stated a lot of health departments have done away with that position. Mr. Jennings thinks that we should abolish that position. Mr. Arn stated he had talked with Mr. O'Hara previously and he felt that he would be okay with that. Dr. McHenry made a motion to approve the Resolution 2023-97 District Licensing Council to abolish the district licensing council position. Mr. Klump seconded the motion. All members present voted aye. Motion passed. Mrs. Jodrey and Mr. O'Hara were absent. Mr. Jennings and Mr. Arn discussed Mr. Chris Earheart as a proposed replacement for Mr. O'Hara if he would like to run for that position. The DAC would choose this position replacement.


Mr. Arn stated that the forms that the Auditor of State sent to the board members are required for them to complete for the audit. Mr. Arn and Miss Fetters discussed the Financial Audit that is being conducted by the auditor of state. Miss Fetters informed the board that the State Auditor stated they are hoping to wrap up the audit by the beginning of or mid-March.

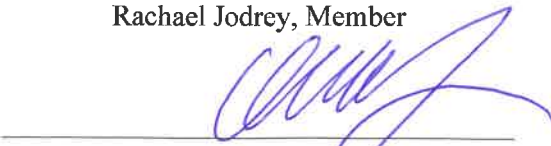
Dr. McHenry made a motion to adjourn the meeting at 5:35pm. Mr. Klump seconded the motion. All members present voted aye. Motion passed. Meeting adjourned.

  
Ralph Jennings, President

  
Mark Klump, Vice President

  
Rachael Jodrey, Member

  
Tim O'Hara, Member (DLC)

  
Michael McHenry, MD, Member

  
Kyle Arn, MS, REHS  
Health Commissioner