

Brown County Board of Health

Board Meeting Minutes

October 9, 2024

The Brown County Board of Health met in regular session on Wednesday, October 9, 2024, with the following members present, Rachael Jodrey, Dr. Mike McHenry, Mark Klump and Dena Richter. Also attending was Health Commissioner, Kyle Arn, Deputy Health Commissioner, Pam Williams, Emergency Response Coordinator, Elizabeth Pemberton, Fiscal Officer, Jennifer Fetters, and Environmental Health Director, Steve Dick. Board Vice-President Mark Klump called the meeting to order at 5:00pm.

Approval of Board Minutes:

Mr. Klump asked if there were any questions or corrections to the minutes for the meeting on September 11, 2024, provided to the board or the Special Board Meeting on September 16, 2024. Dr. McHenry made a motion to approve the September 11, 2024, minutes. Mrs. Richter seconded the motion. All members present voted aye. Motion passed. Mrs. Jodrey made a motion to approve the Special Board Meeting minutes for September 16, 2024. Dr. McHenry seconded the motion. All members present voted aye. Motion passed.

Approval of Bills:

Miss Fetters and Mrs. Williams explained the bills. Dr. McHenry made a motion to approve the bills. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed. Miss Fetters explained the Supplemental Appropriations. Dr. McHenry made a motion to approve the Supplemental Appropriations. Mrs. Richter seconded the motion. All members voted aye. Motion passed.

Environmental Division:

Mr. Dick explained that there is a nuisance on US 68 that we would need to send to the Prosecutor's Office. He said there is a store that does not have a proper septic system. Notices of violation have been sent with no progress. Dr. McHenry made a motion to forward the case to the County Prosecutor's office for further action. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

Mr. Dick updated the Board on a building that is a two-unit 5-bedroom apartment that was built without permits. Mr. Dick stated that we are working on getting that corrected currently.

Mr. Dick updated the Board on the 1872 Tri-County Hwy case. Mr. Dick stated that they had court on it today and it was not completed so the judge sentenced the owner to jail for 30 days, and if it is not fixed in that time, he will be sent again.

Nursing Division:

Mrs. Williams stated that we are doing flu shots for the month of October. She said that Hoxworth will be here on November 26th for a blood drive. Hoxworth is giving away Cyclone tickets, a jersey and other items for those who participate. Mrs. Williams also said that the Mammogram Van is returning on December 9th.

Mrs. Williams told the Board that the 3rd Quarter recognized employee is Cheryl Phillips. Ms. Phillips provided a statement for Mrs. Williams to read to the Board thanking everyone at BCHD and the Board for this. Mrs. Phillips is a valuable employee who is always willing to come in when needed, as she is part-time, and will help whenever possible.

Emergency Preparedness/Accreditation:

Mrs. Pemberton stated that she is working ahead to get all of her deliverables completed before her maternity leave.

Administrative:

Mr. Arn discussed Resolution 2024-100; 2025 Food Licensing Fees based on 2025 Food Cost Methodology. Mr. Arn said the fees will be going up with the exception of Temporary Food

Licenses. They will decrease in cost by a small amount. Mr. Arn said that we will be putting the smaller version of the resolution in the newspaper this week.

Mr. Arn discussed with the Board the Six Sigma Yellow Belt training for the Health Department. He got an estimate for nine employees for approximately \$4900. He stated that there is potentially some grant money that we apply for to help pay for this training. There will be one date in January and two dates in February for the training. Mr. Arn stated that we will have to close the office for those two days as all employees will be attending.

Mr. Arn explained to the Board the Quality Improvement projects that we are working on. Mr. Arn explained how the Quality Improvement and Performance Management Team work together and that the Nursing Department is working on a QI project as well. Mr. Arn said the Yellow Belt training is one as well, it is a process improvement training to help reduce waste etc. The second QI project is digitizing our records. We have many cabinets with older records, and we are running out of space. Mr. Arn contacted Arc Solutions. Arc Solutions is a company that can digitize files for us. Mr. Arn is looking into that process. The estimate was for around \$52,000 for our records. We will be looking into this more and hopefully can use grant money to pay for that if we proceed. Dr. McHenry asked if that was a one-time cost. Mr. Arn stated that he wasn't sure but would be looking into it as well. The cost is based on the cubic feet of cabinets so it could fluctuate depending on how full the cabinets are.

Mr. Arn said Mrs. Williams will be emailing the Board a PowerPoint presentation for them to watch for additional CEU's on dental health and diabetes.

Mr. Arn told the Board that he had received a few resumes and applications. Mr. Arn said there is one applicant that is promising. He is about 6 credit hours shy, but hopefully we will have someone to fill that position soon.

Mr. Arn stated we are working through it and the list of things that must be submitted by March is getting smaller. Mrs. Williams said the nurses are utilizing a program through CareSource that will fit one of the domains that we are lacking in.

Mr. Arn updated the Board on the new building's progress, but it has been a while since he has been able to go inside the building due to construction. Mr. Arn stated that Mr. Jennings asked if we would have an indoor space for the mobile unit and who had the power over the sign for the building since there will be multiple agencies in that building. We have not had clarification on that yet.

At 5:27pm Dr. McHenry made a motion to adjourn the meeting. Mrs. Richter seconded the motion. All members present voted aye. Motion passed. Meeting adjourned.

Not Present

Ralph Jennings, President

Mark Klump

Mark Klump, Vice President

Rachael L Jodrey

Rachael Jodrey, Member

Dena Richter

Dena Richter, Member

Michael McHenry

Michael McHenry, MD, Member

Kyle D. Arn

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

October 10, 2024

Brown County Auditor
800 Mt. Orab Pike
Georgetown Ohio 45121

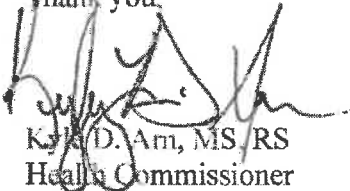
Attn: Colby

During the October Board of Health meeting, Michael McHenry made a motion to make the following supplemental appropriations from **2024** unappropriated funds into the codes listed below. Dena Ritcher seconded; motion carried.

Fund	Fund-Code	Amount
2600 (General)	2600-6000-52114 (Travel & Training)	\$2,500.00
	2600-6000-52188 (Nursing Supplies)	\$40,000.00
2607 (MRC)	2607-6000-52116 (Other Expenses)	\$600.00

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