

Brown County Board of Health

Board Meeting Minutes

November 13, 2024

The Brown County Board of Health met in regular session on Wednesday, November 13, 2024, with the following members present, Ralph Jennings, Dr. Mike McHenry, Mark Klump and Dena Richter. Also attending was Health Commissioner, Kyle Arn, Deputy Health Commissioner, Pam Williams, and Fiscal Officer, Jennifer Feters. 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 October 9, 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:

Miss Feters asked about any unusual bills. Miss Feters explained the PHAB and HDIS renewal fees and Mr. Arn explained the soil training that we hosted today. Dr. McHenry made a motion to approve the bills. Mrs. Richter seconded the motion. All members present voted aye. Motion passed. Miss Feters explained the Supplemental Appropriations. Mr. Klump made a motion to approve the Supplemental Appropriations. Mrs. Richter seconded the motion. All members voted aye. Motion passed.

Environmental Division:

Mr. Arn explained that we had a variance request for Homan Road. The designed leach lines were closer than 50 feet apart. Mr. Arn said the Board will need to approve or disapprove the variance. Dr. McHenry made a motion to approve the variance. Mr. Klump seconded the motion. All members voted aye. Motion passed. Mr. Arn stated that we did not receive any bids for an HSTS Grant project to replace a pump in a septic that was grant funded in the past couple years. Mr. Arn stated that since the project is a small cost, and we did not receive any bids, we would like to seek an installer out to see if we can get someone to replace that pump. The Board does not need to make any decisions on this.

Nursing Division:

Mrs. Williams stated the next mammogram van is December 9th and Hoxworth is November 26th. She said flu shots are down, but we are still giving them. We do have plenty of them. Mrs. Williams stated that she has gone to several facilities offering flu shots to those who want or need them. The nurses are willing to take walk-ins as long as they are in the office. The mobile van has been serviced by Holman Motors and hopefully we can find somewhere indoors where we can store the van during the winter months to reduce the wear and tear.

Emergency Preparedness/Accreditation:

Mr. Arn stated that he has been working on several ERC things since Mrs. Pemberton has been out on leave. He stated there is a tabletop exercise on February 4, 2025, and an invite will need to be sent out to participants and partners for that.

Administrative:

Mr. Arn discussed with the Board the OAC/ORC regarding other employees donating sick time to another employee.

Mr. Arn stated that we did not send out the notice of the 2025 food fees to the operators, so we will be bumping the fees, and we will need to republish it in the paper and will send it to the operators starting tomorrow the 14th of November. The Board will vote on these in January.

Mr. Arn discussed with the Board the upcoming Six Sigma Training and Records Digitization project. Mr. Arn applied through TechCred for a state grant to help pay for the Six Sigma Training. Mr. Arn said that he has been working with Mr. Davis (IT), who gave us some

companies that may be able to do this project for a better price. Mr. Arn reached out to ScanWorks and they will be out next week to take a look at what we have and see what they may charge. Mr. Jennings stated that we might need to have a base number that we can spend and get bids for that. Mr. Arn said that he would look into that.

Mr. Arn said that the CEU Attestation sheet will need to be signed from last month's emailed presentation. Mrs. Williams will need to resend it to the Board members.

Mr. Jennings stated that Dr. McHenry's term is up for renewal in March 2025. We would love it if he stayed on. Also, Mr. Jennings asked about the credit card situation for the department. Mr. Arn stated that there weren't any more updates yet. The Treasurer is concerned that her name is on the card, and she would be liable for an expenditure that she didn't personally make.


Miss Fetters explained that we would like to look into getting a credit card reader for the office and explained that Lexis Nexis offers a no cost reader for that purpose. Miss Fetters checked with Adams County Health Department that uses this service and has had great success with it. Dr. McHenry stated he thought it was a great idea and Mr. Jennings stated the same.


Mr. Jennings asked about sick leave donations. Mr. Jennings is wondering if there are stipulations for this. Mr. Jennings asked if it would be a situational thing? Mr. Arn stated that the employee would have to exhaust all their time before time could be donated to them. Mr. Jennings stated that we just want to cover all bases. The other Board members agreed that a sick leave donation policy is a good idea for different situations, there was a lot of discussion about the reasoning being more emergency situations. Mrs. Williams stated that she sees two sides of the situation as well, when she was out sick, it would have been helpful to have that policy on offer. Mr. Jennings stated that we almost need the employees to put the policy together and see where it's at. Mr. Arn stated that he can draft a policy to present to the Board for review.

The Board entered Executive Session to discuss employee compensation at 5:39pm. Roll Call voted: Mr. Ralph Jennings, aye; Mr. Mark Klump, aye; Dr. Mike McHenry, aye; Mrs. Dena Richter, aye. Motion passed. The Board left Executive session at 6:05pm.


At 6:06pm Dr. McHenry made a motion to adjourn the meeting. Mrs. Richter 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

November 14, 2024

Brown County Auditor
800 Mt. Orab Pike
Georgetown Ohio 45121

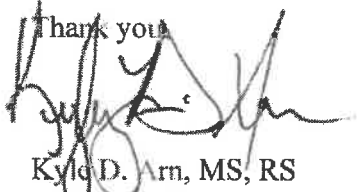
Attn: Colby

During the November Board of Health meeting, Mark Klump made a motion to make the following supplemental appropriations from 2024 unappropriated funds into the codes listed below. Dena Richter seconded; motion carried.

Fund	Fund-Code	Amount
2600 (General)	2600-6000-52118 (Contract Services)	\$10,000.00
	2600-6000-52545 (Landfill Fees)	\$5,000.00

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

