

Brown County Board of Health  
Board Meeting Minutes

**April 12, 2023**

The Brown County Board of Health met in regular session on Wednesday, April 12, 2023, at 8:00am, with the following members present: Ralph Jennings, Dr. Michael McHenry, and Rachael Jodrey. Also attending was Health Commissioner, Kyle Arn, Public Health Nurse, Ami Yelton, Environmental Health Director, Steve Dick, Fiscal Officer, Lee Ann Bradley, and Emergency Response Coordinator, Tom Brennan. Mr. Jennings welcomed Mrs. Jodrey to the Board. Mr. Jennings asked Mrs. Jodrey if she had any questions. Board President Ralph Jennings called the meeting to order at 8:01am.

**Approval of Board minutes**

Mr. Jennings asked if there were any questions regarding the Board Meeting minutes from March 8, 2023. Dr. McHenry made a motion to approve the minutes. Mrs. Jodrey seconded the motion. All members present voted aye. Motion passed.

**Approval of Bills and Mileage**

Mr. Jennings asked if there were any unusual bills for the month. Mr. Arn said there wasn't anything unusual this month. The Board and staff discussed the different types of bills with Mrs. Jodrey, including the plumbing fees. Dr. McHenry made a motion to approve the bills. Mrs. Jodrey seconded the motion. All members present voted aye. Motion passed.

**Supplemental Appropriations:**

Mr. Arn and Mrs. Bradley discussed the Supplemental Appropriations. Dr. McHenry made a motion to approve the Supplemental Appropriations. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

**Environmental Division:**

Mr. Dick went over the HSTS Bids. The first property was 133379 Meeker Rd., Williamsburg, for a 2-bedroom design. Dr. McHenry said there was only one bid. The bid was for \$39,000 from Ervin Burkholder. Mr. Jennings asked can we go with a low-profile mound. Mr. Dick said yes. Mr. Jennings said this is the highest we've seen. Mr. Arn explained that installers are very busy and must front the money.

Dr. McHenry made a motion to reject the Meeker Road bid. Mrs. Jodrey seconded it. Roll Call vote:

Dr. McHenry, aye	
Mrs. Jodrey, aye	
Mr. Jennings, aye	Motion Passed

The second property was Gargonia Road. Dr. McHenry said there were two bids. This was for a 3-bedroom design. Ervin Burkholder, \$39,000, and Burns Excavating, \$35,900. Mr. Dick explained the grant. Every year through the Ohio EPA. We are currently working with the 2022 Grant. Each year it is \$150,000. He said there is one project left over. Mr. Dick said that our administrative fees are \$1000 for this job. Mr. Dick told the Board that we are approved for the 2023 HSTS Grant. Mr. Dick said that there are 3 applicants in the cue waiting for the 2023 Grant. He explained, in order to qualify they must live in the house for at least one year. It must be owner occupied, and the system must be failing. He said that we don't have to advertise for the grant, but we don't get very many bids.

Mrs. Jodrey made a motion to approve the winning bid to Burns Excavating for \$34,500 for the Gargonia Rd. Project. Dr. McHenry seconded the motion. Roll Call vote:

Dr. McHenry, aye
Mrs. Jodrey, aye
Mr. Jennings, aye

Mr. Dick told the Board we had the Annual Survey last month. He said that we look at Solid Waste and do Rumpke inspections weekly. The Ohio EPA comes down once a year to survey our program. The Ohio EPA also checks to see if Mrs. Sloat can do Infectious Waste inspections. Mr. Dick said the Solid Waste investigations can also be handled by the Sheriff's Office.

**Nursing:**

Mrs. Yelton gave the Board an update. Mrs. Yelton said that we are excited about the new Mobile Van. We have the testsimply program. We started Leave Behind project for Narcan with EMS and the jail. She told the Board that

there are 20 Naloxboxes in the county now. Mrs. Yelton said they are averaging 8 vaccines a week. She said that COVID vaccines have really slowed down. She said that there is a COVID test meeting today at 11am to tell us if we can extend the expiration dates for the COVID tests.

**Emergency Response Coordinator/Accreditation:**

Mr. Brennan gave the Board a 15-minute CEU presentation on the roles and responsibilities of a Public Information Officer.

**Administrative:**

Mr. Arn welcomed Mrs. Jodrey to the Board again. Mr. Arn said that we need to elect Board officers. Dr. McHenry made a motion to nominate Mr. Jennings as Board President. Mrs. Jodrey seconded the motion. All members present voted aye.

Mr. Jennings made a motion to nominate Mr. Klump as Board Vice President. Dr. McHenry seconded the motion. All members present voted aye.

Dr. McHenry made a motion to nominate Mr. Tim O'Hara as the Board representative on the Solid Waste Advisory Board. Mrs. Jodrey seconded the motion. All members present voted aye.

Mr. Arn did the First Reading of Resolution 2023-95 Revised Replacement Plumbing Fixture Fee. Mr. Arn said that no action was needed and that it would eventually get published in the paper. Mr. Arn discussed with the Board the need for Bylaws. Mr. Arn mentioned the example he had from Clermont County. Mr. Arn mentioned anti-government groups. Butler County has had a group come into their meetings. Mr. Arn said we don't have any Bylaws and wanted to mention it. Dr. McHenry stated this is something not required, just best practice. Mr. Arn said no, not required. Mr. Arn told the Board that his Dad had recently had a stroke in case he needed to take off.

Mr. Dick gave the Board an update on the job posting for Sanitarian. He said we had 2 applicants. The first one had felonies and he wasn't going to pursue, and the other one didn't qualify.


Mr. Jennings made a motion to go into Executive Session for personnel reasons at 9:10am. Dr. McHenry seconded the motion. Roll Call Vote:


Dr. McHenry, yes  
Mrs. Jodrey, yes  
Mr. Jennings, yes

The Board came out of Executive Session at 9:25am. The Board discussed Mrs. Bradley's probationary period. Mr. Jennings made a motion to extend Mrs. Bradley's probationary period 60 calendar days until June 27, 2023. Dr. McHenry seconded the motion. Roll Call Vote:

Mr. Jennings, yes  
Dr. McHenry, yes  
Mrs. Jodrey, yes

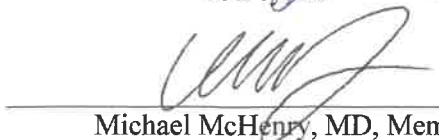
Dr. McHenry made a motion to adjourn at 9:35am. Mr. Jennings seconded the motion. All members present voted aye. Motion passed and meeting adjourned.

  
Ralph Jennings, President

  
Mark Klump, Vice President

  
Rachel Jodrey, Member

  
Tim O'Hara, Member (DLC)

  
Michael McHenry, MD, Member

  
Kyle D. Arn, MS, REHS  
Health Commissioner