

Brown County Board of Health
Board Meeting Minutes
September 13, 2023

The Brown County Board of Health met in regular session on Wednesday, September 13, 2023, with the following members present, Mark Klump, Ralph Jennings, Tim O'Hara and Rachael Jodrey. Also attending was Health Commissioner, Kyle Arn, Fiscal Officer/Administrative Assistant, Jennifer Feters, Emergency Response Coordinator, Tom Brennan, Public Health Nursing Supervisor, Ami Yelton, guest Elizabeth Pemberton. Board President Ralph Jennings called the meeting to order at 8:00 am.

Approval of Board minutes

Mr. Jennings asked if there were any questions or corrections to the minutes for August 9, 2023, provided to the Board. A motion was made by Mrs. Jodrey to approve the Board of Health meeting minutes. Mr. Klump seconded the motion. All members voted aye. Mr. Jennings asked for a motion to approve the August 14, 2023, Special Meeting. Mr. Klump made a motion to approve the Special Meeting minutes. Mrs. Jodrey seconded the motion. All members voted aye.

Approval of Bills and Supplemental Appropriations

Mr. Jennings asked if there were any unusual bills for the month. Miss Feters discussed with the Board the annual accreditation fee. Mr. O'Hara made a motion to approve the bills. Mr. Klump seconded the motion. All members voted aye. Mr. Jennings asked if we had any supplemental appropriations this month, Miss Feters stated yes and explained them. Mr. O'Hara made a motion to approve the supplemental appropriations. Mrs. Jodrey seconded. All members voted aye. Mr. O'Hara asked about the Emergency Contingency Fund, and how much will we be putting in there? He said we should look at putting some in there before the end of the year. They agreed to discuss it at the October meeting. Mr. Arn introduced Mrs. Elizabeth Pemberton to the Board, who we are proposing to hire for the ERC position.

Environmental Division:

Mr. Arn told the Board that Mr. Dick was on vacation. Mr. Arn updated the Board on the Stivers nuisance in Ripley. Mr. Stivers' situation was declared an emergency public health nuisance at the August Board meeting. The Assistant Prosecutor, Mrs. McMullen, typed up a list and served Mr. Stivers. Mr. Arn said that getting help for Mr. Stivers has been a battle, but it is the goal. Mr. O'Hara suggested speaking with the magistrate before we would take him to court. Mr. Arn presented the Board with a Private Water Systems presentation for their CEU's. This presentation went over the whole process of a private water system and the different types that are available. Mr. Arn also explained the permit process and informed the Board that private water systems contractors are licensed through ODH and not local health departments. The presentation was 20 minutes long.

Mr. Arn discussed the 2024 Food Cost Methodology. These numbers are based on the 2022 Food numbers. Food fees appear that they will be going down in 2024 due to the sanitarian hours worked being less in 2022 than in 2021. The First Reading will be in October, the second will be in November and the third will be in December. Mr. Arn discussed in more detail the reasons that the fees will be reduced. Mr. O'Hara asked about other county's fees, and how are theirs so different? Mr. Arn stated that it is all how the numbers have changed from year to year in hours worked within the food program. The number of facilities licensed is close for the past couple of years. If the cost methodology goes down, then unfortunately we must reduce the license fees cost. On the other hand, if numbers go up then we can choose to keep them the same.

Nursing Division:

Mr. Arn informed the Board that Mrs. Williams was out of state on a Conference/Fellowship. Mrs. Yelton updated the Board on the COVID numbers and there is an increase in the county. She said that there are about 60 cases in the county currently. Mrs. Yelton told the Board that flu shots are available and are taking appointments for those. The state will fund a minimal amount of COVID boosters, 10 Pfizer and 20 Moderna doses for Brown County, that will be free from the state. She said any additional doses, we will need to purchase. Mrs. Yelton said that we are going to carry RSV vaccine, and have already ordered it. She said it may be mid-October before we get the vaccine from the state. The minimum amount we can order at a time is 100 doses. Medicare and most insurances will pay for the COVID booster.

Mrs. Yelton discussed with the Board accreditation site visit dates and who would be attending, such as stakeholders and a couple Board members.

Emergency Preparedness / Accreditation:

Mr. Brennan discussed the Strategic Plan and the Public Information Communication Plan with the Board. He explained that they have been updated for accreditation needs. Mr. O'Hara made a motion to approve the updated Strategic Plan. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed. Mr. Klump made a motion to approve the updated Public Information Communications Plan. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

Administrative:

The Board and Mr. Arn discussed the 2024 Proposed Operating Budget. Mr. O'Hara asked what the reason was for the difference in the salary from the General Fund. Mr. Arn explained that it included a proposed increase estimate as well and how the budget is a projection but not an exact. A best effort is made to estimate what our projected revenue and expenses will be for 2024. Mr. O'Hara is concerned about our long-term budget, 5 years out at least. Mr. O'Hara would like to know what those numbers would be. Mr. Jennings asked about how much more this projected budget was compared to the 2023 proposed budget. Mr. Arn explained that the food fees went up last year, the proposed food budget increased due to that; the salaries are increased due to a possible salary increase for some employees. Mr. Arn stated that the township requested amount is the same. Mr. O'Hara asked if the solid waste funding was to be increased. Mr. Arn stated yes there was approximately a \$10,000 increase. Mr. Arn will discuss with the DAC an increase for 2025 due to inflation. Mr. O'Hara asked about grant funded positions. Mr. Arn explained that certain employees such as Heather Sloat will not be paid out of grant money after the end of this year, she will go back to the food fund and other environmental funds. Mr. Arn discussed the WF23 grant and the need for this grant to continue in the future. Mr. O'Hara made a motion to approve the 2024 Proposed Operating Budget. Mr. Klump seconded the motion. All members voted aye. Motion passed.

Mr. Arn discussed with the Board the proposal of a Sick and Vacation Leave Incentive program. This program would allow employees to get a small portion of their sick/vacation time paid out to reduce their balance and will not be constantly on that line of their max. It would be a one-time event on the last pay period of each year. They can get paid for 40 hours of vacation. As far as sick time, they would be allowed to roll 80% of their remaining annual sick time at the end of the year into vacation or get paid for it. Mr. Jennings and Mr. Arn discussed 240-hour limit on the sick time payout. Mr. Jennings discussed the possibility of not needing to worry about the sick time portion of it because of that limit. This will be discussed further in future meetings.

Mr. Arn and Miss Feters discussed with the Board the possibility of a Health Department credit card. There may be some issues with it in the long run. Miss Feters and Mr. Arn said they will do some more research into the topic. The Board discussed meeting times for future meetings being 5pm on the second Wednesday of each month. This is due to Board members schedules.

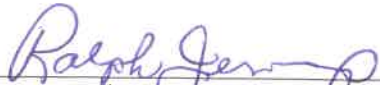
Executive Session:

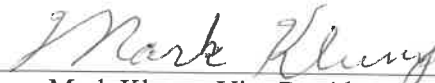
Mr. O'Hara made a motion to go into Executive Session at 9:17am to discuss personnel issues. Mr. Klump seconded the motion. Roll Call vote:

Mr. Jennings, aye
Mrs. Jodrey, aye
Mr. Klump, aye
Mr. O'Hara, aye


The Board came out of Executive Session at 9:40am. Mr. O'Hara made a motion to hire Mrs. Elizabeth Pemberton as the Emergency Response Coordinator. Mrs. Jodrey seconded the motion. All members voted aye. Motion passed. Mr. O'Hara had to leave the meeting at 9:42am. Mr. Klump made a motion to make Mrs. Yelton the interim Accreditation Coordinator for 6 months.

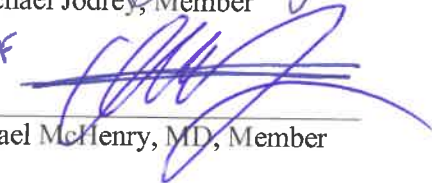
Mrs. Jodrey made a motion to adjourn the meeting at 9:45am. Mr. Klump seconded the motion. All members voted aye. Meeting adjourned.

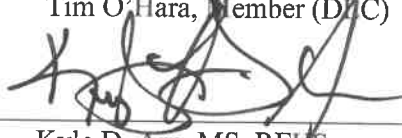

Ralph Jennings, President


Mark Klump, Vice President


Rachael Jodrey, Member


Tim O'Hara, Member (D/C)

JF
Not Present 
Michael McHenry, MD, Member


Kyle D. Arn, MS, REHS
Health Commissioner