

Brown County Board of Health

Board Meeting Minutes

November 8, 2023

The Brown County Board of Health met in regular session on Wednesday, November 8, 2023, with the following members present, Mark Klump, Ralph Jennings, Tim O'Hara, and Rachel Jodrey. Also attending was Health Commissioner, Kyle Arn, Emergency Response Coordinator, Elizabeth Pemberton, Deputy Health Commissioner/ Director of Nursing, Pam Williams, and Environmental Health Director, Stephen Dick. Board President Ralph Jennings called the meeting to order at 5:02pm.

Approval of Board Minutes:

Mr. Jennings asked if there were any questions or corrections to the minutes for October 11, 2023, provided to the board. A motion was made by Mr. Jennings. Mr. Klump 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. Mr. Arn discussed vaccines and grant projects. The correction of the meal reimbursement amount was discussed that number was for hotels as well. Mrs. Williams discussed the cost of Covid-19 vaccines. A motion to correct the bills was made by Mark Kump. Mrs. Jodrey seconded the motion. All members voted aye. Mrs. Williams discussed that Ms. Feters is not present due to an illness. Mrs. Williams discussed nursing supplies and contract services with Hamilton County. Mr. Arn discussed creating a new code in the general fund along with discussing the CRI Covid-19 fund and moving this to the December meeting.

Environmental Division:

Mr. Arn did the second reading of the 2024 food license fees, Resolution 2023-96, and those notices were sent out. The 3rd reading and vote by the board will be held in the December board meeting. Mr. Dick discussed that the 2022 grant will be taken from 2023 to pay for 2022. Mr. Dick discussed that the installer manual needs to be updated and he will be working on updating. Mr. Dick discussed December bids, possible to be held in January.

Nursing Division:

Mrs. Williams discussed accreditation. She also discussed flu shots, RSV, Covid, and Pneumonia vaccinations. She discussed that we are ordering 50 at a time and we are not reordering those that expire before they can be administered. Mrs. Williams gave a Covid-19 update. She discussed harm reduction as well as the needle exchange numbers for the year.

Emergency Preparedness:

Mrs. Pemberton discussed the Full-Scale Exercise and updating the Emergency Response Plans. She discussed different deliverables she is currently working on.

Administrative:

Mr. Arn discussed BCHD customer survey is currently through Survey Monkey. He discussed looking into different platforms that are not as expensive or looking into the free version of Survey Monkey. Mr. Arn discussed there are 340 surveys filled out every year. Mr. Arn discussed the Vacation Leave Incentive Program with the board. Mr. Arn explained the different places in Brown County that utilize a similar program. It was discussed that this program will allow employees who have two or more weeks of vacation time saved, will be offered to cash out forty of those hours. It was discussed that this was for vacation time only. This only applies for

the current year of vacation time, not the year prior. Mr. Arn discussed the difficulty long-term employees are having with being forced to take time off, and that this would benefit them as well as the Health Department. Motion to approve made by Mr. Jennings. Mr. O'Hara seconded the motion. All members voted aye. Mr. Arn discussed that this can be evaluated at the December board meeting as well. No further discussion.

Mr. Jennings made a motion to enter Executive Session to discuss personnel issues. Mr. O'Hara seconded the motion. Roll Call Vote:

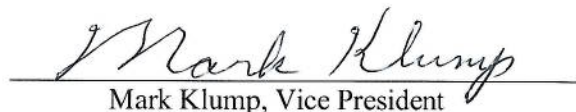
Mr. Jennings, aye
Mr. O'Hara, aye
Mr. Klump, aye
Dr. McHenry, aye
Mrs. Jodrey, aye

Executive Session:

The Board came out of Executive Session at 6:06pm.

Mr. O'Hara made a motion to adjourn the meeting at 6:07pm. Mrs. Jodrey seconded the motion. All members voted aye. Meeting adjourned.


Ralph Jennings, President


Mark Klump, Vice President


Rachael Jodrey, Member


Tim O'Hara, Member (DLC)


Michael McHenry, MD, Member


Kyle D. Arn, MS, REHS
Health Commissioner