



Brown County Health Department

9116 Hamer Road, Suite 101, Georgetown, OH 45121
(P) 937.378.6892 | (F) 937.378.4301 | Monday – Friday 8AM – 4:30 PM

www.browncountyhealth.org



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Brown County Health Department Board of Health Meeting

The Brown County Health Department met in regular session on Wednesday, December 10, 2025. The following members were present, Ralph Jennings, Mark Klump, Rachael Jodrey, Dr. Michael McHenry and Dena Richter. Also in attendance were Kyle Arn, Health Commissioner; Ami Yelton, Public Health Nurse, and Steve Dick, Environmental Health Director. President Ralph Jennings called the meeting to order at 5:00 pm.

Approval of Board Minutes

1. November 12, 2025, Board of Health Meeting Minutes - Mr. Jennings asked if there were any questions or corrections to the minutes provided to the Board for the November monthly meeting. Dr. McHenry motioned to approve the minutes; Mr. Klump seconded the motion. All members voted aye. Motion passed.

Approval of Bills

Mr. Jennings asked if there were any unusual bills. Mr. Arn explained the bills. Dr. McHenry motioned to approve the bills; Mrs. Jodrey seconded the motion. All members voted aye. Motion passed.

Supplemental Appropriations

The Board reviewed the following Supplemental Appropriations:

Fund	Fund-Code	Increase Amount	Appropriation Amended Budget
2600 (General)	2600-6000-52116 (Other Expenses)	\$5,000.00	\$125,500.00
	2600-6000-52118 (Contract Services)	\$2,250.00	\$100,250.00
	2600-6000-52545 (Landfill Fees)	\$240.00	\$100,240.00

Mr. Arn explained the above supplemental appropriations to the Board. Mrs. Jodrey motioned to approve the proposed supplemental appropriations; Mr. Klump seconded the motion. All members voted aye. Motion approved.

Environmental Division

Mr. Dick discussed the Department of Agriculture food survey with the Board. The survey results now indicate there is not enough follow-up being done by our department. Mr. Dick stated that he has talked with Clermont County and received an email containing their policy and will talk with Hamilton County as well. He is going to merge the policies from the two other departments and will develop a new policy to bring to the Board to be approved.

Nuisance - Mr. Dick informed the Board of a Nuisance on Upper Five Mile that will need turned over to the Prosecutor. The homeowner has placed a shed with a holding tank in the ground that has now started to pop up from the ground. A letter has been sent to the



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homeowner. Dr. McHenry motioned that the Nuisance be turned over to the Prosecutor. Mr. Klump seconded the motion. All members voted aye. Motion passed.

2026 Rumpke Landfill License - Mr. Dick reminded the Board that it is the time of the year to approve the Rumpke Landfill License for renewal. Mrs. Jodrey motioned that the Rumpke License be approved. Mr. Klump seconded the motion. All members voted aye. Motion passed.

HSTS Grant Bids Opening – Two bids were received and opened; one was from AK Excavation for \$54,500.00 and Ervin Burkholder for \$42,900.00. Dr. McHenry made a motion to approve the bid from Ervin Burkholder for \$42, 900.00. Mrs. Richter seconded the motion. All members voted aye. Motion passed.

Nursing Division

Mrs. Yelton updated the Board on the decrease in flu shot appointments. Most people that wanted a flu shot have already received them.

Mrs. Yelton discussed the prevention point program. Next Thursday, December 18, 2025 will be the last day the syringe service program is open. There was no further discussion on prevention point.

Emergency Response/Accreditation:

Mr. Arn informed the board that he had an interview today and will have an interview next week to try to fill this position. He has talked to Adams County and Butler County to get guidance on requirements for PHEP.

Administrative:

Resolutions: The Board approved the Resolution 2025-102 2026 Food License Fees and Resolution 2025-103 2026 Campground License Fees.

Resolution 2025-102 2026 Food License Fees – Dr. McHenry motioned to approve the Resolution and Mrs. Richter seconded the motion. All members voted aye. Motion passed. There were no operators in attendance.

Resolution 2025-103 2026 Campground License Fees – Mrs. Jodrey motioned to approve the Resolution and Mr. Klump seconded the motion. All members voted aye. Motion passed. There were no operators in attendance.

Emergency Adoption of Additional Food License Fees - Mr. Arn informed the Board that there is a need for High Risk and Low Risk Mobile Food Fees that he was recently informed about. Dr. McHenry asked if there is a list of criteria that distinguishes between the high risk and low risk. Mr. Arn indicated that there are criteria that separate them. Mr.



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Klump motioned to approve the High Risk/Low Risk Mobile Food fees. Dr. McHenry seconded the motion. All members voted aye. Motion passed.

2026 Holiday Schedule - Mr. Arn discussed the 2026 Holiday Schedule with the Board. He asked the Board to consider changing the half day on Election Day to a whole day off on Christmas Eve. Mrs. Jodrey motioned to change the half day Holiday on Election Day to a whole day Holiday on Christmas Eve. Dr. McHenry seconded the motion. All members voted aye. Motion passed.

2026 Board Meeting Dates - Mr. Arn presented the 2026 Board Meeting Dates to the Board. Dr. McHenry discussed a change in his schedule in 2026 and asked if the meetings could possibly be changed to a different day of the week. After Board discussion, Dr. McHenry motioned to change the Board of Health Meetings in 2026 to the second Thursday of each month. Mrs. Richter seconded the motion. All members voted aye. Motion passed.

Employee of the Year - Mr. Arn informed everyone that Miss Fetters has been chosen as the 2025 Employee of the Year. She will be recognized at the DAC meeting and will be able to invite her family and friends to be present.

Board of Health Chair Appointments - The Board President and Vice President Nominations were made. Dr. McHenry nominated Ralph Jennings as Board President. Mr. Klump seconded the motion. All members voted aye. Motion passed. Mrs. Jodrey nominated Mark Klump as Vice President of the Board. Mrs. Richter seconded the motion. All members voted aye. Motion passed.

Executive Session

The Board discussed entering executive session to discuss personnel compensation.

Roll call vote: Ralph Jennings, aye
Rachael Jodrey, aye
Mark Klump, aye
Michael McHenry, aye
Dena Richter, aye

All members voted aye. The Board entered executive session at 5:33 pm. At 6:01 pm, the Board exited executive session. The Board and Mr. Arn discussed salary increases for the staff. Dr. McHenry made a motion to approve the proposed salary increases presented to the Board. Salary increases ranged from \$1.00 to \$1.75 per hour. Mr. Mark Klump seconded the motion. All members voted aye. Motion passed.

Adjournment

Mrs. Jodrey made a motion to adjourn the meeting at 6:10pm. Mrs. Richter seconded the motion. All members aye, meeting adjourned.



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Ralph Jennings, President


Mark Klump, Vice President


Rachael Jodrey, Member


Dr. Michael McHenry, Member


Dena Richter, Member


Kyle D. Arn, Health Commissioner