



Public Health
Prevent. Promote. Protect.

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



Brown County Health Department Board of Health Meeting

The Brown County Health Department met in regular session on Thursday, January 8, 2026. The following members were present, Ralph Jennings, Mark Klump, Dr. Michael McHenry and Dena Richter. Also in attendance were Kyle Arn, Health Commissioner; Deputy Health Commissioner/Nursing Director, Pam Williams, Steve Dick, Environmental Health Director, Fiscal Officer, Jennifer Fetters, and guest, Assistant Prosecutor, Bob Benintendi. President Ralph Jennings called the meeting to order at 5:00 pm.

Approval of Board Minutes

1. December 10, 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 December monthly meeting. Dr. McHenry motioned to approve the minutes; Mrs. Richter seconded the motion. All members voted aye. Motion passed.

Approval of Bills

Mr. Jennings asked if there were any unusual bills. Mr. Jennings asked Mr. Dick about who DS2 Architects and Clear Creek Environmental were. Mr. Dick explained that they were Todd Cluxton and Dan Michaels respectively. Miss Fetters explained the bills. Mr. Klump made a motion to approve the bills. Mrs. Richter seconded the motion. All members present voted aye. Motion passed.

Environmental Division

Mr. Dick stated that there was one bid for design for the 2025 HSTS Grant. No bids for soil, so it will rebid for February. DC Engineering out of West Union was the only bid received at \$1000 per project. Dr. McHenry made a motion to approve the bid. Mr. Klump seconded the motion. All members present voted aye. Motion passed.

Mr. Dick addressed the board with a bond claim that was filed by a homeowner on Black Oak Road on his septic installer. Mr. Jennings asked if this was a grant job, and Mr. Dick said no it was not. Mr. Dick wanted to inform the board that this was between the homeowner and the installer and the first one that we have had. The system has been in a year at least and there is an 18-month time frame after finalization for the homeowner to file a bond claim. There is nothing that we need to do, this was just information for the board, so they are aware.

Nursing Division

Mrs. Williams updated the Board on the partnership with IPM Food for the food boxes that we provide to the public. We have provided 450 boxes as of this date and receive about 100 boxes per month from IPM Food to distribute.



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Health Fair: There is a health fair on March 7th, flyers are available for anyone interested. There are 50 agencies confirmed to be there, not counting individual departments within ACRMC and Southern Hills. The Hoxworth blood drive and St. Elizabeth mammogram vans are confirmed to be there and OSU as well. There will be a lung screening van and the Health Department mobile unit there too. IPM Food will bring smaller packs of food as well.

Mrs. Williams stated that we are working with BCMHAS and the Door of Hope, helping to document the homeless county within the county. The state allows a one day in person observation to document. We are trying to do this better within the county to assist and earn grant opportunities to help achieve this as well.

NARCAN kits: 1922 boxes were provided in 2025, which is the biggest year yet. 632 boxes have been given out at our new location from the lobby. The NARNCA is free from the state from Project Dawn.

Syringe Exchange Program: The syringe exchange program is now completed and closed. Deanna from BCMHAS and Daryl Hamm with Access counseling, are working with Pam to try to figure out what we do now and how to move forward as the need is still there. Stericycle picked up 400 pounds of syringes in the last pick up. 72,668 total syringes were collected in 2025, down about 11,000 from the previous year. Mr. Jennings asked if there were still vending machines for this. Mrs. Williams stated yes, there are 2 locations, Mt Orab and Georgetown, and between both machines, there were 64 total transactions in the month of December.

Vaccine Clinics: Mrs. Williams told the Board that flu shots are still available, and numbers are up for flu shots. She stated that hospitalization flu is through the roof, and we are still seeing COVID as well. We did have one hospitalized child for flu recently too. Mr. Jennings asked if we had access to plenty of flu shots. Mrs. Williams said yes, she still has 20-24 high dose flu shots and she can order more. Mr. Jennings asked if they cost, she said yes. They have about a half dozen free flu shots from the state left. Also, school age vaccines are going to change as well.

Emergency Response:

Mr. Arn stated that we still don't have a new ERC yet, but we do have a couple more interviews. He attended a training on Wednesday and is working to get the PHEP/CRI 26-27 grant application done. It is due on Monday the 12th. He has been having issues with getting logged in, but we can always apply using Jennifer's account if necessary.

Administrative:

Mr. Arn told the Board the DAC Meeting will potentially be on March 19th, at 6:30pm in the conference room. Mr. Klump is up for reappointment. Mr. Arn told the Board that he was approached to serve on the Southern Ohio National Alliance for Mental Illness (NAMI). His first meeting will be next month.



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Executive Session

Dr. McHenry made a motion to enter Executive Session to discuss personnel compensation. Mrs. Richter seconded the motion.

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

All members voted aye. The Board entered executive session at 5:40 pm. At 5:55 pm, the Board exited executive session. The Board motioned to approve and accelerate the 4.5% salary increase for Mr. Arn. Dr. McHenry made a motion to increase the salary starting this year instead of next year when the contract renews. Mrs. Richter seconded the motion.

Roll Call Vote: Ralph Jennings, aye
Mark Klump, aye
Dena Richter, aye
Mike McHenry, aye
Rachael Jodrey, absent
Motion Passed


Adjournment

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


Ralph Jennings, President


Mark Klump, Vice President


Rachael Jodrey, Member


Dr. Michael McHenry, Member


Dena Richter, Member


Kyle D. Arn, Health Commissioner

