



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, February 12, 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, Fiscal Officer, Jennifer Feters, and Emergency Response Coordinator, Whitney Gifford. President Ralph Jennings called the meeting to order at 5:00 pm.

Approval of Board Minutes

- 1. January 8, 2026, Board of Health Meeting Minutes** - Mr. Jennings asked if there were any questions or corrections to the minutes provided to the Board for the January monthly meeting. Dr. McHenry motioned to approve the minutes; Mrs. Richter seconded the motion. All members voted aye. Motion passed.
- 2. February 2, 2026, Board of Health Special Meeting Minutes.** Mr. Jennings asked if there were any questions or corrections to the February Special Meeting minutes. Mr. Klump made a motion to approve the minutes; Mrs. Richter seconded the motion. All members present voted aye. Motion passed.

Supplemental Appropriation

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	\$60,000.00
2603 (Camp Park)	2603-6000-52114 (Travel Expenses)	\$500.00	\$500.00
	2603-6000-52116 (Other Expenses)	\$500.00	\$500.00
2609 (Pools/Spas)	2609-6000-52114 (Travel Expenses)	\$500.00	\$500.00
	2609-6000-52116 (Other Expenses)	\$500.00	\$500.00

Miss Feters explained the above appropriations to the Board, regarding that they are to appropriate funds into these that were recently created for the Camp Park and Pools funds; as well as additional expenses that were not expected in the initial 2026 budget. Mr. Klump made a motion to approve the proposed supplemental appropriations; Dr. McHenry seconded the motion. All members voted aye. Motion approved.

Approval of Bills

Mr. Jennings asked if there were any unusual bills. Mrs. Williams and Miss Feters explained the bills. Dr. McHenry made a motion to approve the bills; Mrs. Richter seconded the motion. All members present voted aye. Motion passed.



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Environmental Division:

Mr. Arn presented the Board with the one bid that was received for the soil contracts for the HSTS grant for 2025 projects. Sneed Soil, with the amount of \$400.00 per project. Dr. McHenry made a motion to approve the bid submitted by Sneed Soil; Mrs. Richter seconded the motion. All members present voted aye. Motion passed. Bid approved.

Nursing Division:

Mrs. Williams reminded the board that our diabetes support group has ceased. They have applied for a program called “Stepping On.” This is a 7-week program and partnered with ODH on this program as well. Mrs. Williams told the board that the Bi-local food seminar is this Sunday from 1-4pm. Mrs. Williams told the board that the CRF/Suicide Review is on February 27th this year. She will send the information to the Board members should they wish to attend. She also informed the board that the Mobile Unit Community Event is on April 7th at Health Source.

The Health Fair: Coffee sleeves are purchased for this and have been given to the local coffee shops for advertising as well as a billboard located in Mt. Orab near McDonald’s. She stated that Hoxworth and OSU Lung screening will be at the Health Fair. Mrs. Williams told the board that more than 60 agencies are signed up to be there. It is March 7th at Southern Hills from 8am-11am. She said that St. Elizabeth backed out of the Health Fair, so she has contacted the Mercy Mammogram Van to see if they will attend. Mrs. Williams informed the board that with some harm reduction money, she was able to purchase NARCAN carry kit keychains and they will be given out at the Health Fair as well.

World Teen Mental Health Day: Mrs. Williams told the board that March 2nd, 2026, is World Teen Mental Health Day at Eastern High School; We are participating in this and have gotten tissues and mental health wrist bands for that.

Emergency Response:

Ms. Gifford informed the board that she had been onboarding today with Christa, the Regional ERC with Hamilton County Health Department. She said that she will be sitting with Adams County soon, to train with their ERC, and tomorrow she will attend the ERC meeting in Clermont County.

Administrative:

IT Contract: Mr. Arn discussed the IT contract with the Board. The contract gives a base rate per month and then any additional work costs as well. 1011 Tech has signed the contract; they will need to review and approve it if they deem it okay. The board members in attendance reviewed the contract. Dr. McHenry made a motion to approve the contract; Mr. Klump seconded the motion.

Roll Call Vote: Ralph Jennings, aye



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Mark Klump, aye
Michael McHenry, aye
Dena Richter, aye
Rachael Jodrey, absent

All aye, motion passed. The IT Contract with 1011 Technology was approved and signed by all members present.

Health Space Contract: Mr. Arn discussed the proposed contract for Health Space. Mr. Arn stated that the Health Space software would replace HDIS in our environmental programs and the daily sheet tracking for all employees. We would retain HDIS for the Receipts module only, which is inexpensive, as Health Space does not currently have a receipt system that would encompass all programs. The initial cost is steep, but it has been narrowed down to the number of users that our office needs. The first initial payment is \$28,500; we will be splitting that cost between the different programs and funds, and those amounts will be factored into the next cost methodology. Mr. Jennings asked if this new program would help with records searches in the future, Mr. Arn stated that yes it will. He said that we will be able to add inspections to the website for the public to search if they wish. Mr. Jennings asked if the new state system is free, Mr. Arn stated that yes, it is free. Mr. Arn has not had any personal experience with Accella, but other counties like Hamilton have had it and now they are paying to go back to Health Space instead. It was described as built more for ODH and not the LHD's. Mr. Arn explained that some of the cost is to get our old data from HDIS as well. Mr. Arn informed the Board that this price is valid until tomorrow, the 13th. Dr. McHenry asked if this is the program that a lot of LHD's use, Mr. Arn stated yes, currently most of the LHD's use this program. He stated it looks like others are waiting for Accella to get the bugs worked out before maybe going to that, but they are sticking with Health Space for now. Mrs. Richter asked for clarification on the initial cost and what it included, Mr. Arn stated that yes, the price after the initial cost will be less. Mr. Arn spoke with the Clermont County Health Commissioner, and she stated that the time that they take to redo things and try to figure out a new system that isn't working with Accella is wasting time, so they would rather stick with something that is working currently. Mrs. Richter made a motion to approve the contract; Dr. McHenry seconded the motion.

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

All aye, motion passed. The Health Space contract was approved and signed by all members present.



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Executive Session

Dr. McHenry made a motion to enter Executive Session to discuss personnel compensation at 5:39pm. 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 5:39 pm. At 5:47 pm, the Board exited executive session. Mr. Klump made a motion to raise Mr. Louderback’s salary by \$1 per hour, effective the next pay period. Dr. McHenry 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. Klump made a motion to adjourn the meeting at 5:50pm. Mrs. Richter seconded the motion. All members aye, meeting adjourned.



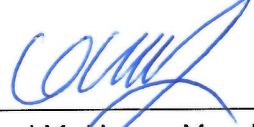
Ralph Jennings, President



Mark Klump, Vice President



Rachael Jodrey, Member



Dr. Michael McHenry, Member



Dena Richter, Member



Kyle D. Ann, Health Commissioner