

**BOARD OF HEALTH OF FREDERICK COUNTY**  
**MEETING MINUTES**  
**Thursday, May 18, 2023**

Dr. Barbara Brookmyer called the meeting to order at 6:00 p.m.

**Welcome**

Dr. Barbara Brookmyer, Health Officer for Frederick County and Executive Officer of the Board of Health welcomed everyone to the meeting.

**Quorum**

Dr. Barbara Brookmyer recognized those present:

**Board Members:**

Name	Present	Absent
Dr. Barbara Brookmyer (Health Officer)	X	
Council Member Mason Carter	X	
Council Member Jerry Donald	X	
Council Vice-President Kavonté Duckett	X	
County Executive Jessica Fitzwater	X	
Council Member MC Keegan-Ayer	X	
Council Member Renee Knapp	X	
Council Member Steve McKay	X*	
Council President Brad Young	X	

\*Arrived after roll call

**Guests & Staff**

Name	Present	Absent
Carmen Arias, FCHD	X	
Dawn Near, FCHD	X	
Rissah Watkins, FCHD	X	
Catherine Keller, Assistant County Attorney	X	

**Agenda Item:** Public Comments

**Presenter:** Dr. Barbara Brookmyer

There were no public comments.

**Agenda Item:** Approval of Minutes: 10/19/2022

**Presenter:** Dr. Barbara Brookmyer

Motion to approve 10/19/2023 meeting minutes as written. Motion passed 6-0-1.

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Name	Motion	Second	Yes	No	Abstain	Not Present
Council Member Mason Carter					X	
Council Member Jerry Donald			X			
Council Vice-President Kavonté Duckett			X			
County Executive Jessica Fitzwater			X			
Council Member Renee Knapp			X			
Council Member Steve McKay						X*
Council Member MC Keegan-Ayer		X	X			
Council President Brad Young	X		X			

\*Arrived after approval of the minutes.

**Agenda Item:** Overview of the Board of Health

**Presenter:** Dr. Barbara Brookmyer

Dr. Brookmyer provided an overview of the scope and authority of the Board of Health.

**Agenda Item:** Overview of Health Department

**Presenter:** Dr. Barbara Brookmyer

Dr. Brookmyer provided an overview of the history and current status of the Frederick County Health Department.

**Agenda Item:** Review of Community Health and Wellness

**Presenter:** Rissah Watkins

Ms. Watkins provided a review of the 2022 Community Health Needs Assessment, current priorities and workgroups of the Local Health Improvement Plan, and an overview of recent data from the Youth Risk Behavior Survey (YRBS).

**Agenda Item:** Review DRAFT Procedure for Recruiting, Reviewing, and Selecting Board of Health Liaisons

**Presenter:** Dr. Barbara Brookmyer

Dr. Brookmyer presented a draft procedure for the Board's review. The Board agreed by consensus that Dr. Brookmyer and her staff will be responsible for vetting the applicants and proposing the best candidate for each category. The Board will confirm the candidates in an open session meeting to be scheduled before the regularly scheduled October meeting.

**Upcoming Meetings**

- Meeting to confirm the Liaisons sometime in August or September, date to be determined.
- October 2023, date to be determined.

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**Adjourn**

The meeting adjourned at 8:31 p.m.

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Barbara Brookmyer, MD, MPH  
Health Officer for Frederick County  
Board of Health Executive Officer and Secretary