

**BOARD OF HEALTH OF FREDERICK COUNTY**  
**MEETING MINUTES**  
**Thursday, May 16, 2024**

**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	

\*Attended virtually

**Board Liaisons**

Name	Present	Absent
Dr. Alison Bomba – Mental health professional	X	
Dr. Diana Castiblanco – Chamber of Commerce member	X**	
Dr. Jennifer Cooper – Nurse	X	
Dr. Sheila Johnson – Science related background	X	
Dr. René Najera – Epidemiologist	X*	
Dr. Michael Schaden - Veterinarian	X	

\*Attended virtually

\*\*Arrived after roll call

**Guests & Staff**

Name	Present	Absent
Carmen Arias, Frederick County Health Department	X	
Andrea Walker, Frederick County Health Department	X*	
Rissah Watkins, Frederick County Health Department	X	
Catherine Keller, Frederick County Assistant County Attorney	X	
Ragen Cherney, Frederick County Chief of Staff for County Council	X	

\*Attended virtually

**Agenda Item:** Public Comments

**Presenter:** Dr. Barbara Brookmyer

There were no public comments.

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**Agenda Item:** Approval of the minutes: 10/12/2023

**Presenter:** Dr. Barbara Brookmyer

Motion to approve 10/12/2023 meeting minutes as written. Motion passed 8 - 0

Name	Motion	Second	Yes	No	Abstain	Not Present
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 Renee Knapp			X			
Council Member Steve McKay			X			
Council Member MC Keegan-Ayer		X	X			
Council President Brad Young	X		X			

**Agenda Item:** Presentation of Local Behavioral Health Authority

**Presenter:** Andrea Walker

Andrea Walker, Director & Chief Public Health Strategist of the Behavioral Health Service Division for the Frederick County Health Department, presented information on the Local Behavioral Health Authority, division programs and partnerships, and the Public Behavioral Health system. Ms. Walker focused on their more innovative and nontraditional programming and achievements.

**Agenda Item:** Update on Health Department Strategic Plan

**Presenter:** Rissah Watkins

Rissah Watkins, Director of the Office of Planning, Assessment and Communication for the Frederick County Health Department provided an update on the Health Department Strategic Plan. Ms. Watkins shared the process of how the FY25-29 strategic priorities for the health department were selected.

**Agenda Item:** Update on New Community Health Needs Assessment Cycle

**Presenter:** Rissah Watkins

Rissah Watkins, provided an update on the new Community Health Needs Assessment. This is in collaboration with the Coalition for a Healthier Frederick County and Frederick Health. Ms. Watkins gave an overview of the new Mobilizing for Action through Planning and Partnership (MAPP) guidelines being used as well as the time to complete the assessment by May 2025.

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**Agenda Item:** Brief report on the Maryland Commission  
on Public Health

**Presenter:** Dr. Barbara Brookmyer

Dr. Barbara Brookmyer, reported on the Maryland Commission on Public Health. The commission is tasked with assessing the foundational public health capabilities of state and local health departments in Maryland and analyzing the state's ability to respond to major public health challenges. The Commission will make recommendations for reform in several areas and the final report will be anticipated to be available in October 2025.

**Agenda Item:** Old Business

**Presenter:** Dr. Barbara Brookmyer

Update on Liaisons cycling off and applications for new liaisons:

Members discussed the process and timeline for the recruitment of new liaisons and agreed on the following:

- Timeline for recruitment and selection for a Nurse and person with a Science Related Background:
  - May 20 - Announce the recruitment- media release, BOH webpage, e-mail, social media.
  - June 20 - Due date for submission of applications
  - September - Meeting for BOH members to vote on recommended applicants.
- Add preference for years of experience in serving on a board.
- Add an annual September meeting for selection of new liaisons.

Dr. Brookmyer noted that liaisons shall continue in office until their successors are appointed.

**Agenda Item:** New Business

**Presenter:** Dr. Barbara Brookmyer

None

**Upcoming Meetings**

- September 2024 – date to be determined, review and confirm new liaisons.
- October 2024 – date to be determined, regularly scheduled meeting.

Council President Brad Young recommended to add a future update on School Health Program.

Council Member Steve McKay also recommended to add a future update on fall respiratory virus and vaccinations for the October meeting.

**Adjourn**

The meeting adjourned at 7:37 p.m.

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