

**BOARD OF HEALTH OF FREDERICK COUNTY**  
**MEETING MINUTES**  
**Monday, July 21, 2025**

**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	

**Board Liaisons**

Name	Present	Absent
Dr. Jennifer Cooper – Nurse	X*	
Dr. Rene Najera – Epidemiologist	X*	
Dr. Michael Schaden – Veterinarian	X	
Dr. Scott Stanley – Science related background	X	
Ms. Katie Silver – Chamber of Commerce member	X	
Dr. Sarah Singh – Mental health professional	X	

\*Attended virtually

**Guests & Staff**

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

**Agenda Item:** Public Comments

**Presenter:** Dr. Barbara Brookmyer

There were no public comments

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**Agenda Item:** Approval of the minutes: 5/15/2025

**Presenter:** Dr. Barbara Brookmyer

Motion to approve 05/15/2025 meeting minutes as written. Motion passed: 9-0

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	X			
Council Member MC Keegan-Ayer			X			
Council Member Renee Knapp			X			
Council Member Steve McKay			X			
Council President Brad Young	X		X			

**Agenda Item:** Old Business

**Presenter:** Dr. Barbara Brookmyer

Appointment of Liaisons (Board Decision)

Dr. Brookmyer went over the recruitment and selection process for the two liaison positions whose terms were ending this year, a Chamber of Commerce member and a mental health professional.

The following applicants were introduced and recommended to the board members:

1. Chamber of Commerce Member – Katie Silver
2. Mental Health Professional – Dr. Sara Singh

The recommended liaisons had the chance to introduce themselves and share their professional background with the board members.

Motion to approve Chamber of Commerce Member, Ms. Katie Silver and Mental Health Professional, Dr. Sara Singh. Motion passed: 9-0

Name	Motion	Second	Yes	No	Abstain	Not Present
Dr. Barbara Brookmyer (Health Officer)			X			
Council Member Mason Carter		X	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		X			

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Environmental Health Cost of Service Adjustment (Board Decision)

The board members had a chance to ask questions and discuss the new cost of service adjustment proposed during the last Board of Health meeting in May by Barry Glotfelty, Director of Environmental Health Services division at the Frederick County Health Department. The new fees would go into effect on September 1, 2025.

Council member Mason Carter made the following motion:

Accept the Environmental Health cost of service adjustment, delay the implementation to January 1st, 2026, and phase in the increase, half increase in 2026 and the other half in 2027.

Motion failed: 1:8

Name	Motion	Second	Yes	No	Abstain	Not Present
Dr. Barbara Brookmyer (Health Officer)				X		
Council Member Mason Carter	X			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	X			
Council President Brad Young				X		

Council Member Jerry Donald made the following motion:

Approve the Environmental Health cost of service adjustment as originally proposed by the Frederick County Health Department.

Motion passed: 8-1

Name	Motion	Second	Yes	No	Abstain	Not Present
Dr. Barbara Brookmyer (Health Officer)			X			
Council Member Mason Carter				X		
Council Member Jerry Donald	X		X			
Council Vice-President Kavonté Duckett			X			
County Executive Jessica Fitzwater			X			
Council Member MC Keegan-Ayer			X			
Council Member Renee Knapp		X	X			
Council Member Steve McKay			X			
Council President Brad Young			X			

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Council member Steve McKay made the following motion:  
Review the Environmental Health cost of service fee schedule every two years.

Motion passed: 9:0

Name	Motion	Second	Yes	No	Abstain	Not Present
Dr. Barbara Brookmyer (Health Officer)			X			
Council Member Mason Carter		X	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		X			
Council President Brad Young			X			

**Upcoming Meetings**

- October 22, 2025

**Adjourn**

The meeting adjourned at 6:42 pm

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