

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
August 8, 2019

The regular monthly meeting of the Putnam County Board of Health was held Thursday, August 8, 2019, in the conference room of the Putnam County Health Department with the following members present: Mr. Matthew Herman, Mr. Kyle Stechschulte, J. Stephen Sandy, MD and Mr. Joe Burkhart. Present from the Putnam County Health District were: Health Commissioner Kim Rieman, Director of Environmental Health Brandi Schrader, Hospice Coordinator Kris Bellman and HomeCare Coordinator Gretchen Lammers. Also present were residents Ted Homier, Carolyn Korte, Jane Uphaus, and Chelsie Niese, PCHH Employees Stacy Klass, CNP; Brooke Cassidy, CNP and Briana Kahle, RN and Sentinel Reporter Steve Coborn Griffis.

The meeting was called to order at 6:00 PM by Board of Health President Matthew Herman. Those present introduced themselves.

Board Business

Mr. Stechschulte made a motion to approve the July 11, 2019 Board of Health meeting minutes, seconded by Mr. Burkhart. Motion carried.

Dr. Myers resigned from her position as Medical Director effective August 2, 2019. Dr. Jacinta Eickholt has been serving as the back-up Medical Director and has agreed to stay on in that capacity until a new Medical Director is hired.

Ms. Rieman shared a draft of two Organizational Charts for the Putnam County Health District. Discussion followed. Ms. Rieman will make the changes discussed and bring the revised Organizational Chart to the September Board of Health meeting for review and approval.

The Board of Health asked visitors present at the meeting if they had something they would like to bring to the Board for discussion. Ted Homier, resident expressed his concern with the Board of Health sharing the recent resignation of an employee with the local newspaper and also with the entering into "secret meetings" to discuss their actions. Mr. Herman and Mr. Stechschulte addressed the gentleman saying that Board of Health Meetings are open, public meetings and that media are present to report the activities of the Board and that no media outlets were contacted to inform them of the resignation. In addition, the board members added that because the meetings are public, the board can enter into Executive Session to discuss employee discipline. Doing so allows for open communication among board members and protects the privacy of the employee being discussed. No other items were raised for discussion.

Mr. Herman made a motion to enter into Executive Session to discuss contracts, seconded by Mr. Stechschulte. Roll Call vote: Dr. Sandy, yes; Mr. Stechschulte, yes; Mr. Burkhart, yes; Mr. Herman, yes. The Board entered into Executive Session at 6:38 PM.

The Board entered back into regular session at 7:19 PM.

Mr. Stechschulte made a motion to approve the proposed contract for Kim Rieman, Health Commissioner, seconded by Mr. Burkhart. Motion carried.

Putnam County HomeCare and Hospice

Mr. Stechschulte made a motion to approve the expenditures for July 2019, seconded by Dr. Sandy. Motion carried.

There were no Then and Now Resolutions.

Dr. Sandy made a motion to approve the following appropriations and transfers:

- An appropriation of \$60,000 to 101 TR (Hospice Transfer Out)
- The transfer of \$50,000 from 101 TR (Hospice Transfer Out) into 116 TR (Private Duty-Palliative Care Transfer In) and a transfer of \$10,000 from 101 TR (Hospice Transfer Out) to 59 TR (Fund 59-Homemaker Transfer In).
- The appropriations within Fund 116 (Private Duty-Palliative Care) to the following line items:
 - \$20,000 into 116 TRN (mileage reimbursement)
 - \$10,000 into 116 TEL (telephone)
 - \$20,000 into 116 FR (fringes)
- The appropriation within Fund 59 (Homemaker) to the following item:
 - \$10,000 into 59 TRN (mileage reimbursement)
- An appropriation of \$250,000 into 101 MED (medical)
- A transfer within Hospice (101) - \$10,000 from 101 EQ (equipment) into 101 LG (accounting-audits)

Mr. Stechschulte seconded the motion. Motion carried.

Agency Reports

Hospice Update – Kris Bellman

Ms. Bellman referred to the information contained in the packet. Ohio Department of Health was at the agency on July 30 and 31st to complete the licensure survey for the Hospice Program. No licensure violations were issued.

A meeting was held with Lima Memorial Health System and referrals have increased. A meeting will be scheduled to discuss the Palliative Care programs.

Nursing/Home Health/Aide Update – Gretchen Lammers

Ms. Lammers referred to the information in the Board Packet. She reported that referrals are increasing.

An educational call is scheduled with Palmetto on Friday, August 16 at 9:00 AM. The Demonstration Project will begin in Ohio on September 30.

The agency was a host of the Senior Expo on August 2. Finally, McKesson will be in the office on August 21 and 22 to assist with setting up the supply room and getting everyone trained on the scanning devices.

Monthly Financial Update

The July 2019 Profit and Loss report, as well as a one page document showing the balances for the end of the month were included in the packet. The Board noted that they would appreciate having both reports each month.

A meeting will be held with staff who are involved with the finances and Mr. Herman to determine what would be beneficial information to include on a monthly report to the board.

Business Meeting

Ms. Lammers and Ms. Bellman will be interviewing individuals who expressed interest in the part time (16-24 hours per week) Nurse Practitioner position and asked the Board if they could offer the position to a candidate that meets the requirements and would best serve the agency. Dr. Sandy made a motion to approve the hiring of a part time Nurse Practitioner, seconded by Mr. Stechschulte. Motion carried. At the September meeting, Ms. Bellman will present the name of the individual to the Board of Health.

Mr. Stechschulte made a motion to establish a PRN Nurse Practitioner Pool, seconded by Dr. Sandy. Motion carried. It was noted that once an individual has been approved for the PRN pool, the individual will be brought to the Board of Health for final approval.

Mr. Burkhart made a motion to approve the hiring of Andy Borgelt to the Allen County Spiritual Care position, seconded by Dr. Sandy. Motion carried.

Dr. Sandy made a motion to revise the nursing on-call policy, seconded by Mr. Stechschulte. Motion carried.

Ms. Lammers shared with the Board of Health that the current contract with Northwest Physical Therapy (NWPT) will be expiring in July. The Board agreed that a careful review of costs need to be reviewed to determine the best way to move forward after that date. Ms. Lammers will work with staff to gather information for comparison. Information will be shared at upcoming meetings.

A conference call to review the draft of the feasibility study for the Hospice Clinic will take place on Wednesday, August 14 at 2:00 PM. *After the meeting, the call was changed to Thursday, August 15 at 12:30 PM.*

Putnam County Health Department

Fiscal Business:

Dr. Sandy motioned and Mr. Stechschulte seconded the motion to approve the expenditures (vouchers for the Auditor's office) for August 2019. Motion carried.

Mr. Burkhart made a motion, seconded by Dr. Sandy to approve the following "then and now" purchase orders listed on the resolution and authorize the Auditor to encumber funds for the same: Motion carried.

*38740	125WPCLF	Soil & Environmental Consulting	\$ 7,675.00
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Dr. Sandy made a motion, seconded by Mr. Stechschulte to appropriate \$12,000 into Fund 63 General Fund – E4 Ohio Treasurer and \$3,000 in Fund 67, Food Service – 67 TR (Travel). Motion carried.

There were no transfers.

Environmental Division Business:

Ms. Schrader provided an update of Environmental Health Activity in the Board of Health packet.

Ms. Schrader shared that the Ohio Department of Health was at the Health Department on Tuesday, August 6 to perform the annual pool survey. Tentative results show that the program did well and is not

expected to be put on provisional status. The final report will be shared with the Board when it is received by the department.

At previous meetings, Ms. Schrader asked for guidance about enforcement for food establishments with repeat non-critical violations. Examples were provided. The Board noted that if establishments are non-compliant and do not attempt to address violations, the sanitarians can bring the establishment to the Board for further action.

Mr. Stechschulte made a motion to approve the variance at 10195 Road 5-F, Leipsic, for a curtain drain of a septic system to be less than 10 feet from the neighbor's property, contingent upon approval from the neighboring property owner, seconded by Mr. Burkhart. Motion carried.

Nursing Division Business:

Ms. Recker was not present at the meeting but did provide the Board with a report containing updates about immunizations, school screenings and presentations provided by nursing staff.

Administrative Business:

Mr. Stechschulte made a motion to approve a donation of \$750 for the Pride Survey, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to approve the purchase of a portable projector at the cost of \$483.70, seconded by Mr. Stechschulte. Motion carried.

Dr. Sandy made a motion to adjourn, seconded by Mr. Stechschulte. Motion carried. The meeting adjourned at 8:20 p.m.

Above are the notes of the meeting held on this date by the Health Commissioner of the Putnam County Health Department and they are not an exact transcription.


President


Secretary