

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
December 12, 2019**

The regular monthly meeting of the Putnam County Board of Health was held Thursday, December 12, 2019, in the conference room of the Putnam County Health Department with the following members present: Mr. Kyle Stechschulte, J. Stephen Sandy, MD, Kerri Knippen, PhD. and Mr. Joe Burkhart. Present from the Putnam County Health District were: Health Commissioner and Director of Putnam County HomeCare and Hospice Kim Rieman, Director of Nursing Sherri Recker, Director of Environmental Health Brandi Schrader, Hospice Coordinator Kris Bellman, HomeCare Coordinator Gretchen Lammers, and HR/Fiscal Employee Jodie Lammers and Medical Director Dr. Jacinta Eickholt. Also present were Ottawa Township Trustee Don Croy, PCHH Employee Mindy Rosebrock and Chevrolet of Ottawa employee Mike Limbaugh.

The meeting was called to order at 6:00 PM by Board of Health Vice President Kerri Knippen.

Board Business

Dr. Sandy made a motion to approve the November 14, 2019 Board of Health meeting minutes, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion to approve the formation of the Board of Health QI Subcommittee, seconded by Mr. Stechschulte. Motion carried. Ms. Knippen and Dr. Sandy expressed an interest in this subcommittee.

Dr. Sandy made a motion to approve the formation of the Board of Health Personnel Subcommittee, seconded by Mr. Burkhart. Motion carried. Mr. Stechschulte expressed an interest in this subcommittee. Mr. Burkhart noted that he would serve on this committee if needed. Ms. Rieman shared that she would speak with Mr. Herman about his interest in this subcommittee and get back to Mr. Burkhart to verify if he is needed.

Dr. Sandy's position on the Board of Health will expire in March 2020. He expressed an interest in staying on the Board, but encouraged posting the position to see if there is a physician who lives or practices in Putnam County is interested. The position will be posted on each agency's website and in the Putnam County Sentinel in January.

Ms. Rieman briefly reviewed the financial situation of both the Health Department and Putnam County HomeCare and Hospice. Discussion followed. Dr. Sandy motioned to approve a 3% increase in wages for Health District staff, seconded by Mr. Stechschulte. Motion carried.

Mr. Stechschulte made a motion to enter into Executive Session at 7:18 PM to discuss a contract, seconded by Mr. Burkhart. Roll call vote: Mr. Stechschulte, yes; Dr. Sandy, yes; Mr. Burkhart, yes; Ms. Knippen, yes.

The Board of Health entered back into regular session at 7:40 PM. Mr. Stechschulte made a motion to approve the contract for Kim Rieman, Health Commissioner and Director of Putnam County HomeCare and Hospice, seconded by Mr. Burkhart. Motion carried.

Putnam County HomeCare and Hospice

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

Mr. Burkhart approved the Then and Now purchase order 37866, seconded by Dr. Sandy. Motion carried.

There were no Appropriation Transfers.

Agency Update

Ms. Lammers and Ms. Bellman referred to the information in the PCHH Agency report.

Business Meeting

Dr. Sandy made a motion to nullify the Merit Raise Policy, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to increase the Home Health Aide starting pay to \$12.00 per hour, seconded by Mr. Stechschulte. Motion carried. Current aides who make less than \$12.00 will be brought up to that amount but will not receive the 3% wage increase given to Health District staff.

Dr. Sandy made a motion to approve the revision to the 6 Month Inactivation Policy to include that supervisor discretion will be used upon inactivating an intermittent employee who works less than 8 hours in 6 months, seconded by Mr. Burkhart. Motion carried.

Dr. Danielle Westrick has agreed to serve as Back up Medical Director to Dr. Jacinta Eickholt. This position is needed for both Putnam County HomeCare and Hospice and the Health Department.

Putnam County Health Department

Fiscal Business:

Dr. Sandy made a motion to approve expenditures for December 2019, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion, seconded by Mr. Stechschulte 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.

*38759	E10a	OPEC Insurance	\$3,609.10
*39700	E2a	Availity	\$ 250.00

Dr. Sandy made a motion to approve the following appropriations in Fund 63 (General Fund): \$5,000 into E10a – Hospital Insurance; \$5,000 into E10 PERS and \$11,000 into E12; In 67 (Food): \$23,000 into 67OT – Other; \$100.00 to 67ST – Share to State; In Fund 82 (Solid Waste): \$12,130.14 in 82OT; in Fund 125 (Septic): \$23,000 in 125 OT; and to minus the following appropriation in Fund 125 (Septic) - \$20,000 from 125WPCLF. Seconded by Mr. Stechschulte. Motion carried.

Dr. Sandy made a motion to approve the following appropriation in Fund 125 (Septic): \$179,162.02 to 125 LOAN – Expenditure Loan, seconded by Mr. Stechschulte. Motion carried.

There were no transfers.

Environmental Division Business:

The Environmental Health Monthly review was included in the packets.

Dr. Sandy made a motion to approve a septic variance at 2256 St. Route 224 for the installation of a tank without the immediate installation of the secondary treatment system. Pumping must occur as needed by a registered contractor and reports sent to the Health Department. The motion was seconded by Mr. Stechschulte. If the secondary treatment system is not installed in 6 months, another variance from the board must be obtained. Motion carried.

The Operation and Maintenance Update was provided along with the EH Monthly review. The first mailing for the 2020 O&M season was sent out December 2.

Following the November Board of Health Meeting, Ms. Schrader placed a bid for three All-Wheel Drive, automatic SUV's. Chevrolet of Ottawa was the only dealership to submit a bid with the cost of each vehicle at \$20,457.55. Dr. Sandy made a motion to approve the purchase of three vehicles for Health District use, seconded by Mr. Stechschulte. Motion carried. (Following the meeting, it was discovered that the bids included tax. The final cost of each vehicle was \$20,457.55 less 7%.)

Nursing Division Business:

Ms. Recker reported that influenza cases are being reported to the Health Department. The Health Department still has flu vaccine.

Dr. Sandy made a motion to approve the Health Department's contract with Pathways Counseling Center, Inc., seconded by Mr. Burkhardt. Roll call vote: Mr. Stechschulte, yes; Dr. Sandy, yes; Mr. Burkhardt, yes; Ms. Knippen, yes.

Administrative Business:

Ms. Rieman shared that several staff will be meeting via conference call with Twin Elm Studio for a quote to redesign our website. More information will be provided at the next meeting.

Mr. Burkhardt made a motion to approve the catering of the Health Department Employee Recognition Luncheon, seconded by Mr. Stechschulte. Motion carried.

There was a short discussion about maintenance of the Putnam County Health Department. Board Members in attendance felt that improvements to the building are the responsibility of the Commissioners but that improvements that are requested by the Health Department that are cosmetic would be the responsibility of the Board of Health.

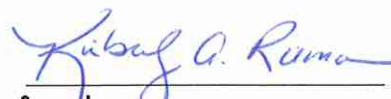
Ms. Rieman shared an idea for a Wellness Challenge for Health Department staff. This challenge was used at other Health Departments that would result in a paid day off for participants who completed the challenge. The Board is not interested in pursuing this challenge.

Dr. Sandy made a motion to adjourn, seconded by Mr. Stechschulte. Motion carried. The meeting adjourned at 8:03 p.m.

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



 President



 Secretary

