

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
July 11, 2019**

The regular monthly meeting of the Putnam County Board of Health was held Thursday, July 11, 2019, in the conference room of the Putnam County Health Department with the following members present: Mr. Matthew Herman, Mr. Kyle Stechschulte, Ms. Kerri Knippen, J. Stephen Sandy, MD and Mr. Joe Burkhart. Present from the Putnam County Health Department were: Health Commissioner Kim Rieman and Director of Nursing Sherri Recker. Putnam County HomeCare and Hospice representatives included Executive Director Pam Sager and Hospice Coordinator Kris Bellman. Also present were Putnam County Commissioner John Schlumbohm, Chelsie Niese, resident and Ken Verhoff, Jackson Township Trustee.

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

Dr. Sandy made a motion to enter into Executive Session for Discipline of Personnel, seconded by Mr. Stechschulte. Roll Call: Mr. Stechschulte, yes; Dr. Sandy, yes; Ms. Knippen, yes; Mr. Burkhart, yes, Mr. Herman, yes. The Board entered Executive Session.

The Board of Health entered back in to regular session at 6:47 PM.

### **Board Business**

Ms. Knippen made a motion to approve the June 13, 2019 Board of Health meeting minutes, seconded by Mr. Burkhart. Motion carried.

Mr. Stechschulte made a motion to approve the June 25, 2019 Special Board of Health meeting minutes, seconded by Ms. Knippen. Motion carried.

Mr. Stechshulte provided a review of past Board of Health discussions and a meeting with Prosecutor Gary Lammers about the organization of the Health District. Mr. Stechschulte made a motion to adopt the proposed organizational structure where the Health Commissioner reports directly to the Board of Health with all other Health District employees reporting to the Health Commissioner. Mr. Herman seconded the motion. Roll call vote: Mr. Stechshulte, yes; Dr. Sandy, abstain; Ms. Knippen, yes; Mr. Burkhart, yes; Mr. Herman, yes. Motion carried.

Proposed changes to the Board of Health Bylaws were reviewed with the Board of Health at the June 2019 Meeting and were included in the packet. Ms. Knippen made a motion to approve the Board of Health Bylaw amendments, seconded by Mr. Stechschulte. Roll call vote: Mr. Stechschulte, yes; Dr. Sandy, yes; Ms. Knippen, yes; Mr. Burkhart, yes; Mr. Herman, yes. Motion carried.

Prior to the meeting, Ms. Sager provided the Board of Health with the agency's policy for merit raises. Those present agreed to table discussion on this topic until a future meeting.

### **Putnam County HomeCare and Hospice**

Mr. Stechschulte made a motion to approve the expenditures for June 2019, seconded by Ms. Knippen. Motion carried.

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

## Agency Reports

### *Hospice Update – Kris Bellman*

Ms. Bellman referred to the information contained in the packet. There were 33 referrals for Hospice in June. (12 from LMH, 8 from Allen, and 13 from Putnam).

Two staff will be taking the CHPN exam in September. Two other nurses will take the review course this fall with hopes of taking the test before the end of the year.

A cost study of DME and medications for January through June 2019 is being conducted.

Good Grief Camp is scheduled for July 16-18<sup>th</sup>.

### *Nursing/Home Health/Aide Update – Gretchen Lammers*

Ms. Lammers was not present at the meeting but provided information in the Board Packet. There were 20 referrals for June and staffing has been adjusted accordingly.

Ms. Lammers continues to learn more about PDGM and is sharing this information with staff and referral sources.

### *Monthly Financial Update – Pam Sager*

Ms. Sager shared the June 2019, as well as January through June 2019 financials with the Board of Health. Compared to last year at this time, the agency has shown an increase of \$110,000. Ms. Sager announced that they will begin to trend the Palliative Care Program including admissions, the budget, patients to hospice and refused admissions.

## Business Meeting

A third law firm representing a terminated employee has contacted PCHH for information. PCHH Administration has provided the requested information and follows the direction of the HR law firm Fishel, Downey, Albrecht & Riepenhoff.

The agency was not able to fill the part time aide position that was approved at the Special Board of Health Meeting on June 25, 2019. The Spiritual Care posting closes on July 15<sup>th</sup>.

Ms. Sager reported that Lima Memorial Palliative Contract was on hold and that no decisions have been made. She and Kendra Kuhlman have been visiting Long Term Care Facilities to market the Palliative Care Program.

Mr. Stechschulte made a motion to approve the contract with Imprivata/Cortext with the following terms: \$4.00/month/phone, along with a \$1,000 one-time set up fee. Ms. Knippen seconded the motion. Motion carried.

Ms. Sager shared the Credit Card activity report as highlighted in the agency's new Credit Card Policy.

The Pepper Report, a survey that looks at Home Health Medicare patients has been reviewed by administration. While the report was positive, an area for improvement was to decrease the number of outliers. Outliers could indicate that the HHA is providing costly services to beneficiaries that are not medically necessary. We are well below the national and state average however our percentage has

increased gradually over the last couple of years. These are usually patients that have daily or more visits and there is no available or willing caregiver to teach or complete the task the nurse is doing i.e. dressing changes and IV's. We constantly monitor these patients and tell them from the beginning Medicare requires us to try to teach someone the skill if at all possible.

Mr. Stechschulte made a motion to place Ms. Pam Sager on Paid Administrative Leave, seconded by Mr. Burkhart. Roll call vote: Mr. Stechschulte, yes; Dr. Sandy, abstain; Ms. Knippen, abstain; Mr. Burkhart, yes; Mr. Herman, yes. Motion carried. Mr. Herman read from a prepared statement the conditions of the Paid Administrative Leave.

Mr. Stechschulte made a motion to enter into Executive Session to discuss a contract, seconded by Ms. Knippen. Roll call vote: Mr. Stechschulte, yes; Dr. Sandy, yes; Ms. Knippen, yes; Mr. Burkhart, yes; Mr. Herman, yes. The Board entered into Executive Session at 7:23 PM.

The Board entered into regular session at 7:40 PM.

## Putnam County Health Department

### Fiscal Business:

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

*38738	E2a	Blanket Medical Supplies	\$80,403.19
*38737	E12	PHCC	\$ 230.00

There were no appropriations or transfers.

The June 2019 Financial Report was included in the packet as well as the 2<sup>nd</sup> Quarter Revenue and Expenditure Report. Mr. Stechschulte motioned, seconded by Dr. Sandy to approve the 2<sup>nd</sup> Quarter Revenue and Expenditure Report. Motion carried.

### Environmental Division Business:

Ms. Schrader provided an update of Environmental Health Activity in the Board of Health packet but was not present at the meeting. There was one item for clarification regarding the Food Program plan to be presented at the next Board of Health Meeting. Ms. Rieman stated that this referred to the flowchart or algorithm to follow for Food Service Operations and Retail Food Establishments with repeat violations.

Mr. Herman asked Ms. Rieman to pass along his thanks to Ms. Schrader for contacting the insurance company to verify that a new septic system will be covered for Mr. and Mrs. Spitnale.

### Nursing Division Business:

Ms. Recker shared there have not been any program changes since the last Board of Health Meeting. The Nursing Division is preparing for the busy back to school immunization season.

**Administrative Business:**

Mr. Stechschulte made a motion to approve the Quarterly Credit Card update, seconded by Mr. Burkhart. Motion carried.

Ms. Knippen made a motion, seconded by Dr. Sandy to approve the proposed equipment purchases of a lap top, a docking station and five (5) solid state internal hard drives from EK Computers, Inc. for the cost of \$2,743.07. Motion carried.

The July 2019 Putnam County Health Department Strategic Plan Status Update was included in the Board of Health Packet. Mr. Burkhart made a motion to approve the update, seconded by Mr. Stechschulte. Motion carried.

Ms. Rieman shared that the Public Health Emergency Preparedness Grant from the Ohio Department of Health was approved and the new grant cycle began on July 1, 2019.

Board of Health Members discussed their interest in having information provided to them that could fulfill the Continuing Education requirement. It was determined that topics of interest among the Board Members will be obtained and that sessions will occur during Board of Health Meetings beginning in the Fall.

Mr. Stechschulte made a motion to adjourn, seconded by Mr. Burkhart. Motion carried. The meeting adjourned at 8:15 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.**

  
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President

  
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Secretary