

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
November 14, 2019**

The regular monthly meeting of the Putnam County Board of Health was held Thursday, November 14, 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 and HomeCare Coordinator Gretchen Lammers. Also present were resident Chelsie Niese, Monterey Township Trustee Steve Hilvers; Lisa Mo and PCHH Employees Nickey Grismore, Mindy Rosebrock and Heather Schmenk.

The meeting was called to order at 6:01 PM by Board of Health Vice President Kerri Knippen.

**Board Business**

Mr. Stechschulte made a motion to approve the October 10, 2019 Board of Health meeting minutes, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to appoint Dr. Jacinta Eickholt as the Medical Director for the Putnam County General Health District, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to approve the resolution for the Sale of Property for 2020, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to approve the resolution for the OPERS Conversion Plan for 2020, seconded by Mr. Burkhart. Motion carried.

**Putnam County HomeCare and Hospice**

Mr. Stechschulte made a motion to approve the expenditures for October 2019, seconded by Mr. Burkhart. Motion carried.

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

**Agency Update**

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

**Business Meeting**

Mr. Burkhart motioned to approve the purchase of gift certificates for employee Christmas gifts, seconded by Mr. Stechschulte. Motion carried.

Dr. Sandy made a motion to approve the 2020 Budget for Putnam County HomeCare and Hospice, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to approve the offer of employment to the chosen candidate following the interviews for the part time QI position, seconded by Mr. Burkhart. Motion carried. The name of the candidate will be shared at the December Board of Health meeting.

PCHH Leadership provided the Board of Health the Merit Raise and Attendance and Absenteeism Policies for review. Those present felt that the Merit Raise Policy should be changed to ensure that each employee receives the entire raise granted by the Board of Health and that a merit increase be given to only those who meet high criteria. Leadership staff will revise the policy and bring it back to the Board for review. Mr. Stechschulte asked that pay for the nurse aides be reviewed and that suggestions for an increase be brought back to the Board of Health in December.

## Putnam County Health Department

### Fiscal Business:

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

Dr. Sandy made a motion, seconded by Mr. Burkhart 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.

*38755	E12	Starfish Associates	\$ 263.56
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There were no appropriations.

There were no transfers.

### Environmental Division Business:

The Environmental Health Monthly review was included in the packets.

The monthly review contained an update sharing that Mr. and Mrs. Spitnale 3734 SR 634, Continental have yet to obtain a permit to install a septic system that was to be operational by December 31, 2019. The installation season ended on October 31, 2019. Mr. Burkhart made a motion to send this matter to Prosecutor Gary Lammers if the system is not installed by December 31, 2019, seconded by Mr. Stechschulte. Motion carried.

The Environmental Fees were presented for a third reading. Ms. Schrader verified that the proposed fees were unchanged from the first and second reading with the exception of an addition of a fee for the application of site reviews for alteration permits. The proposed fee is \$150.00. Currently there is only one cost for the application for the site review, however, there is much less work for this office for an alteration. Ms. Schrader is awaiting word from Prosecutor Gary Lammers if this addition is allowable. Mr. Burkhart made a motion to approve the proposed application fee for site reviews for alteration permits upon hearing from Mr. Lammers that this is allowable, seconded by Dr. Sandy. Motion carried.

Dr. Sandy made a motion to approve the proposed 2020 Environmental Health Fees, seconded by Mr. Stechschulte. Motion carried.



Mr. Burkhart made a motion to refund \$163.00 for the cost of the food license, seconded by Mr. Stechschulte. Motion carried.

Ms. Schrader shared a history of inspections and violations found at China Garden. At an administrative hearing in July, 2019, the owners were informed that repeat critical violations during the next inspection would result in a meeting with the Board of Health for possible suspension. The most recent inspection revealed many repeat critical violations. Ms. Lisa Mo, the operator of China Garden was present at this meeting. Discussion followed. Ms. Mo agreed to voluntarily close the restaurant until the Health Department allowed for reopening. Conditions for reopening include the passing of Level 1 Food Safety Training for Mr. Henry Mo, an inspection of the restaurant indicating all critical and non-critical violations and a follow-up inspection noting that all violations have been remedied.

Ms. Schrader presented information about the potential purchase of vehicles. The EH report contained a summary of the information gathered from Suzy Wischmeyer (Department of Job and Family Services), Michael Linhart (County Engineer), Gary Lammers (Prosecutor) and Rob Fawcett (UIS Insurance). The board agreed to obtain quotes for three small crossover, all wheel drive vehicles with automatic transmission. Quotes will be brought to the December Board of Health meeting.

Ms. Schrader informed the Board that a meeting was held with stakeholders to discuss the idea of changing the Operation and Maintenance Plan to bring all properties in over seven years instead of the 10 years proposed in the plan. The stakeholders present thought that it would be best to remain with the original plan. It was determined that the plan will remain as adopted.

### **Nursing Division Business:**

Ms. Recker shared that the Health Department provides nursing services at Pathways Counseling Center. The contract is currently being renegotiated. This will be brought to the Board at the December meeting.

Ms. Recker and Ms. Rieman are members of the Putnam County Transportation Committee. This committee is pursuing a grant that will help establish public transportation in Putnam County. Area agencies are being asked to consider donating money to reach the necessary in-kind match. The Board of Health asked Ms. Recker to share additional information about this project when more is known.

Ms. Recker shared that our agency was awarded the Pediatric Immunization Coverage Excellence Award as at least 90% of our agency's pediatric population are up-to-date on their immunizations. This is a great accomplishment and shows the hard work and dedication of all of those involved with our immunization program.

### **Administrative Business:**

Ms. Rieman shared that the Health Department's website needs to be updated and made more secure. She will obtain quotes and will present them at an upcoming meeting.

Dr. Sandy made a motion to approve the Putnam County Health Department Salary Scales, seconded by Mr. Burkhart. Motion carried.

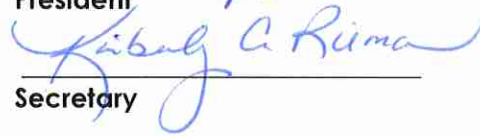
Mr. Stechschulte made a motion to approve the 2020 Putnam County Health Department budget, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion to adjourn, seconded by Mr. Stechschulte. Motion carried. The meeting adjourned at 7:35 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