

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
October 10, 2019**

The regular monthly meeting of the Putnam County Board of Health was held Thursday, October 10, 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., Mr. Matthew Herman 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, and HomeCare Coordinator Gretchen Lammers. Also present were resident Chelsie Niese, PCHH Employees Nickey Grismore, Mindy Rosebrock and Amanda Maxey.

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

Board Business

Mr. Herman made a motion to enter into Executive Session to discuss a contract, Seconded by Mr. Stechschulte. Roll call vote: Ms. Knippen, yes; Mr. Stechschulte, yes; Mr. Burkhart, yes; Dr. Sandy, yes; Mr. Herman, yes. The Board entered into Executive Session at 6:02PM.

The Board resumed regular session at 6:10 PM. No decisions were made.

Dr. Sandy made a motion to approve the September 12, 2019 Board of Health meeting minutes, seconded by Ms. Knippen. Motion carried.

Mr. Burkhart made a motion to approve the September 26, 2019 Board of Health special meeting minutes, seconded by Mr. Stechschulte. Motion carried.

The Board of Health discussed how best to move forward with an agenda item that may need extra consideration when making a decision. No procedural changes were made at this meeting.

Ms. Rieman explained that Putnam County HomeCare and Hospice and the Putnam County Health Department have different IT providers. The annual contract for the health department is to be renewed by November 1, 2019. There was a brief discussion on the differing IT needs of each agency. It was determined that Relentless IT (PCHH's provider) and EK Computers, Inc (PCHD's provider) will be given the opportunity to provide a quote for services to include the other agency. If quotes are provided by either company, they will be brought to the Board for a decision.

Ms. Rieman asked the Board of Health if they would like any information in considering wage increases for 2020. There was a short discussion about how the county determines pay increases. Mr. Stechschulte asked for additional information about PCHH's Merit Raise Policy and additional pay comparisons for the aides.

Putnam County HomeCare and Hospice

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

There were no Then and Now Resolutions.

Dr. Sandy made a motion to appropriate \$175,000 into 101 FR - Hospice Fringes, seconded by Mr. Burkhart. Motion carried.

Agency Update

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

Business Meeting

Dr. Sandy made a motion to approve the Putnam County HomeCare and Hospice Annual Evaluation, seconded by Mr. Stechschulte. Motion carried.

Dr. Sandy made a motion approve the current Mission/Philosophy/Position Statement, seconded by Ms. Knippen. Motion carried.

Dr. Sandy made a motion to create a position for a part time QI nurse, seconded by Mr. Burkhart, Motion carried.

Mr. Stechschulte made a motion for the recruitment of a part time QI nurse, seconded by Mr. Burkhart. Motion carried. PCHH leadership was encouraged to post this position internally before posting externally.

Mr. Burkhart made a motion to approve the purchase of two computers and 5 Windows 10 licenses for \$2,997.95, seconded by Dr. Sandy, motion carried.

Mr. Stechschulte made a motion to accept the Credit Card Quarterly report for the period of July 1 through September 30, 2019, seconded by Mr. Knippen. Motion carried.

Putnam County Health Department**Fiscal Business:**

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

There were no Then and Now Resolutions.

Dr. Sandy made a motion to appropriate \$60,000 to 125 Septic State and Federal Funds – Revenue, seconded by Ms. Knippen. Motion carried.

Dr. Sandy made a motion to appropriate \$15,000 to E10a – Hospital Insurance, seconded by Mr. Stechschulte. Motion carried.

Dr. Sandy made a motion to approve the following appropriations in 67 Food: \$10,000 into 67 SA – Salaries; \$200.00 to 67 ST – Share to State; \$200.00 to 67 IN – Insurance; and \$1,500 to 67 PERS – PERS. Seconded by Mr. Stechschulte. Motion carried.

Dr. Sandy made a motion to appropriate \$100.00 to 94 OT – Pools Other, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to appropriate \$1,500 to 96 ST – Private Water Share to State, seconded by Ms. Knippen. Motion carried.

Dr. Sandy made a motion to appropriate the following amounts to Fund 125 Septic; \$75,000 to 125 WPCLF – Septic WPCLF; \$2,000 to 125TR – Septic Travel; and \$1,500 to 125 ST – Septic Share to State. Seconded by Ms. Knippen. Motion carried.

There were no Transfers.

Ms. Rieman reviewed the 3rd Quarter Expense and Revenue Reports with the Board of Health. Dr. Sandy made a motion to approve the 3rd Quarter Expense and Revenue Reports, seconded by Ms. Knippen. Motion carried.

Environmental Division Business:

The Environmental Health Monthly review was included in the packets.

The Environmental Fees were presented for a second reading. Ms. Schrader shared that a public hearing was scheduled for license holders on Wednesday, October 9. No license holders attended the meeting. The Fees will be presented for a third and final reading at the November Board of Health Meeting.

Ms. Knippen motioned to approve a refund request of \$75.00 to Unverferth Farms for an Operation and Maintenance Permit, seconded by Mr. Burkhart. Motion carried.

Mr. Stechschulte made a motion to approve the Policy for Enforcement Guidelines for Failure to Maintain Substantial Compliance, seconded by Ms. Knippen. Motion carried.

Ms. Schrader shared that an Administrative Hearing was scheduled for food establishments that have not completed their Level 2 training, a rule written in the food code. None of the establishments attended the Administrative Hearing. Discussion followed. Mr. Stechschulte made a motion to establish a deadline of December 31, 2019 for operations who have not attempted to complete the training and April 1, 2020 for those who completed the training but were not successful in passing the exam, seconded by Mr. Burkhart. Motion carried. Operations not meeting these deadlines will be brought to the Board of Health for possible suspension of their food license.

Mr. Stechschulte made a motion to approve a variance for Engineered Drainage for a property on SR 224, Ottawa, seconded by Mr. Burkhart. Motion carried. The property is a new build and an address has yet to be issued.

Mr. Stechschulte made a motion to approve a variance at 15631 SR 66, Cloverdale, to allow for an isolation distance of less than 10 feet from the property line, seconded by Mr. Burkhart. Motion carried.

Ms. Schrader asked the Board of Health to consider a change in the Operation and Maintenance Program to allow for an increase in the number of properties brought in to the program beginning in 2020. She explained that one of the main complaints the department has had about the program is that some property owners will have to pay for two permits at the same time that some will just be paying their first permit fee. Discussion followed. A meeting with community stakeholders will take place on Tuesday, October 29 at 2:00 PM for their feedback. Information from this meeting will be brought back to the November Board of Health Meeting.

Ms. Rieman asked the Board of Health what information they would like to have to make a decision about the possibility of purchasing a car(s) for departmental use. A short discussion followed. Leadership will reach out to other county offices for additional information, including policies about managing county cars.

Nursing Division Business:

Ms. Recker provided the Board of Health with a Nursing Report that highlighted recent activities. Also provided was a report that included the reportable diseases and the number of diseases reported to the Putnam County Health Department in 2019, Year to Date.

Administrative Business:

Mr. Stechschulte made a motion to approve the Quarterly Credit Card Report for the period of July 1 through September 30, 2019, seconded by Mr. Burkhart, motion carried.

Ms. Rieman shared with the Board that Survey Monkey automatically charged the department credit card for services. Included with this charge was tax. The issue with the automatic billing has been remedied for the future, but Ms. Rieman is still working with the credit card company and Survey Monkey to get the tax issue resolved.

Mr. Stechschulte made a motion to approve the contract with EK Computers, Inc, for one year, beginning November 1, 2019 with a lower percentage buy-out if PCHD were to change vendors, seconded by Mr. Burkhart. Motion carried.

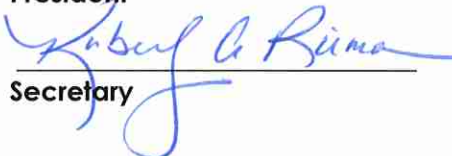
Ms. Rieman shared that the Health Department will be hosting a presentation about Grief on Tuesday, November 12 from 9:00 – 11:00 AM at the Putnam County District Library. Lois Hall from the Grief Recovery Method will be the presenter.

Mr. Stechschulte made a motion to adjourn, seconded by Dr. Sandy. Motion carried. The meeting adjourned at 7:45 p.m.

Following the meeting, Ms. Recker shared a Powerpoint presentation on Communicable Disease and Outbreaks. This will count toward Contact Hours for Board of Health Members.

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