

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

The regular monthly meeting of the Putnam County Board of Health was held Thursday, September 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 Kim Rieman, Director of Nursing Sherri Recker, Hospice Coordinator Kris Bellman and HomeCare Coordinator Gretchen Lammers. Also present were resident Chelsie Niese, PCHH Employee Briana Kahle, RN, Sentinel Reporter Steve Coborn Griffis Lima News reporter Jennifer Peryan and County Commissioner John Schlumbohm.

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

Board Business

Mr. Stechschulte made a motion to approve the August 8, 2019 Board of Health meeting minutes, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion to approve the proposed Organizational Chart, seconded by Mr. Stechschulte. Motion carried.

Discussion for the Health Commissioner position description was tabled until the October Board of Health Meeting.

Ms. Rieman shared that she and Jodie Lammers met with Rob Fawcett regarding liability insurance coverage. The coverage is the same as previous years but the cost has decreased slightly.

Dr. Sandy made a motion to approve the Board of Health Action report for January through June 2019, seconded by Mr. Burkhart. Motion carried.

Members of leadership from Putnam County HomeCare and Hospice and the Putnam County Health Department discussed the issues of having some staff with paid lunches while newer staff have unpaid lunches. Discussion followed. Dr. Sandy made a motion for all staff to receive a paid lunch, seconded by Mr. Stechschulte. Motion carried.

Putnam County HomeCare and Hospice

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

Nursing/Home Health/Aide Update – Gretchen Lammers

Ms. Lammers referred to the information in the Board Packet. PCHH has already submitted their choice of 100% preclaim review. This begins September 30.

Quality Update – Kris Bellman and Gretchen Lammers

Ms. Lammers and Ms. Bellman referred to the information in the board packet. A committee continues to meet to discuss ways to improve the quality of the services provided.

Marketing Update – Kris Bellman and Gretchen Lammers

The Board Packet contained a handout generated by Kendra Kuhlman, highlighting marketing activities of the agency.

Monthly Financial Update

Ms. Rieman shared that she is working with Mr. Herman to present financials in a more concise format. The goal is to present this report in October.

Business Meeting

Dr. Sandy made a motion to approve the hiring of Rose Rayle to a part time aide position at the rate of \$10.50 per hour, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to hire Abigail Akyeampong and Laurie Schnipke as PRN Nurse Practitioners, seconded by Mr. Burkhart. Motion carried.

Upon the reorganization of the health district, it was determined that an Executive Director would not be hired immediately, and instead, the workings of the agency would be examined and identified needs would be brought to the Board's attention. In early 2019, a time study was done of the Quality Improvement Coordinator position, as some concerns were being raised about the increased work demand for this staff member. Currently, in addition to performing QI, this individual troubleshoots IT issues for the staff. The job responsibilities for this individual was shared with the Board. An option proposed to the Board included hiring a part time RN to assist the QI Coordinator. Discussion followed. The Board asked that a position description for this proposed position be generated and shared at the next Board Meeting.

Mr. Stechschulte made a motion to enter into Executive Session to discuss a contract, seconded by Mr. Burkhart. Roll call vote: Mr. Steschschulte, yes; Dr. Sandy, yes; Mr. Burkhart, yes; Ms. Knippen, yes. Motion carried. The Board entered into Executive Session at 6:40 PM.

The Board entered into regular session at 6:57 PM. No decisions were made.

Putnam County Health Department

Fiscal Business:

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

Mr. Stechschulte 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.

*38744

E19 Public Entities Pool of Ohio \$ 4,439.20

There were no appropriations and no transfers.

Dr. Sandy made a motion to approve the following two line items for Fund 125 Septic for Loan Forgiveness: Revenue: 125 Loan; Expenditure: 125 Loan. Seconded by Mr. Stechschulte. Motion carried.

Environmental Division Business:

Ms. Schrader was not present for the meeting, but provided an update of Environmental Health Activity in the Board of Health packet. Ms. Rieman shared that the neighboring property owner from last month's variance request was in agreement with the proposal to allow the curtain drain to be placed within 10 feet of his property.

The Environmental Health Fees were presented to the Board for the 1st reading. A Public Hearing will be held on October 9. Information from the public hearing will then be brought to the Board at the October meeting, at which time a second reading will occur.

Dr. Sandy made a motion to approve a variance for Engineered Drainage at 11321 Road F-11, seconded by Mr. Stechschulte. Motion carried.

Nursing Division Business:

Ms. Recker provided the Board of Health with a Nursing Report that highlighted recent activities.

Ms. Recker also shared the results of the Customer Satisfaction Survey. The responses were very positive. The staff will continue to look for methods to improve customer experience.

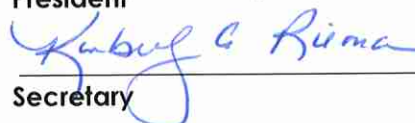
Administrative Business:

Dr. Sandy made a motion to approve Local Public Health System Assessment to be held on November 7, 2019 and the PCHD Annual Training Day to be held on November 11, 2019, seconded by Mr. Burkhart. Motion carried.

Mr. Stechschulte made a motion to adjourn, seconded by Mr. Burkhart. Motion carried. The meeting adjourned at 7:21 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

**PUTNAM COUNTY BOARD OF HEALTH
SPECIAL MEETING SUMMARY
September 26, 2019**

A special monthly meeting of the Putnam County Board of Health was held Thursday, September 26, 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, Nursing Supervisor Gretchen Lammers and Hospice Supervisor Kris Bellman.

The meeting was called to order at 3:31 PM by Board of Health President Matthew Herman.

Putnam County HomeCare and Hospice


Board Business

Health District staff explained the purpose for the meeting was to address the need for a title change for the Health Commissioner. The authorized signer for Putnam County HomeCare and Hospice must have the word "director" or "officer" in his/her title.

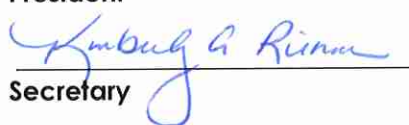
Mr. Burkhart moved to adopt a resolution that stated that Kimberly Rieman will be referred to as the Health Commissioner and Director of Putnam County HomeCare and Hospice, effective July 12, 2019, seconded by Mr. Stechschulte. Motion carried.

Dr. Sandy made a motion to adjourn, seconded by Mr. Stechschulte. Motion carried. The meeting adjourned at 3:34 PM.

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