

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
January 9, 2020

The regular monthly meeting of the Putnam County Board of Health was held Thursday, January 9, 2020, in the conference room of the Putnam County Health Department with the following members present: Mr. Matthew Herman, J. Stephen Sandy, MD, 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 Environmental Health Brandi Schrader, Hospice Coordinator Kris Bellman, HomeCare Coordinator Gretchen Lammers and Fiscal/HR Director Jodie Lammers. Also present was Putnam County Commissioner John Schlumbohm and PCHH employee Amanda Maxey.

The meeting was called to order at 6:02 PM by Board of Health President Matthew Herman.

Board Business

Mr. Burkhart made a motion to approve the December 12, 2019 Board of Health meeting minutes, seconded by Dr. Sandy. Motion carried.

Mr. Burkhart made a motion to approve the contract with Fishel, Downey, Albrecht & Riepenhoff, LLP, seconded by Dr. Sandy. Motion carried.

Ms. Rieman shared a draft of the Delegation of Administration and Fiscal Management Authority and reviewed a few potential areas that need to be clarified before its approval next month with the full Board of Health. Discussion followed. The document will be brought to the Board for approval in February.

Putnam County HomeCare and Hospice

Dr. Sandy made a motion to approve the expenditures for December 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.

The background check for Molly Place, the new part time Quality Improvement employee, came back and she was able to begin her employment with the agency on January 8, 2020.

The 2019 Agency Profit and Loss Report was shared with the Board of Health comparing income and expenses to 2018. The agency experienced a net income increase of 56.2% from 2018. The Board thanked those present for their efforts that resulted in this increase.

Business Meeting

Conflict of Interest Acknowledgement forms were provided to Board Members for completion. In addition, a brief HIPAA training/overview was presented to the Board Members.

Mr. Burkhart made a motion to approve the Quarterly Credit Card Report for the period of October 1 through December 31, 2019 for Putnam County HomeCare and Hospice, seconded by Dr. Sandy. Motion carried.

Dr. Sandy motioned to approve the request of \$20,000 in United Way funding, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to approve the revised position descriptions for the following positions: Health Commissioner/Director of Putnam County HomeCare and Hospice, Hospice Supervisor/Coordinator Palliative Care Program, and Nursing Supervisor. The motion was seconded by Mr. Burkhart. Motion carried.

Ms. Gretchen Lammers notified the Board of Health of her intent to retire from Putnam County HomeCare and Hospice and her position of Nursing Supervisor on May 31, 2020. She encouraged the Board to begin looking for her replacement soon and offered her assistance.

Putnam County Health Department

Fiscal Business:

Dr. Sandy made a motion to approve expenditures for January, 2020, seconded by Mr. Burkhart. Motion carried.

There were no Then and Now Resolutions.

There were no appropriations.

There were no transfers.

Mr. Burkhart made a motion to approve the 2019 Final Expenditure and Revenue Report, seconded by Dr. Sandy. Motion carried.

Environmental Division Business:

The Environmental Health Monthly review was included in the packets.

Ms. Schrader provided an update of the Operation and Maintenance Program as it is entering its 3rd year. A large number of applications have been completed and mailed back to the department. A second notice will be sent around February 1, 2020.

Mr. Burkhart made a motion to approve a septic variance at 18280 Road F-18, Continental 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 Dr. Sandy. If the secondary treatment system is not installed in 6 months, another variance from the board must be obtained. Motion carried.

Ms. Schrader shared that three restaurants have failed to obtain the mandated Level 2 Training for a member of their staff. Two establishments completed the training but did not achieve the needed score to pass the exam and one establishment has not completed the course or the exam. Mr. Burkhart made a motion to provide a 90 day extension to the two establishments that have attempted the exam.

and to suspend the license of the establishment who has not made the effort to comply with the regulation, seconded by Dr. Sandy. Motion carried.

Nursing Division Business:

Ms. Recker provided a handout that included 2019 Immunization Totals. The number of vaccines given have remained steady since 2017.

Ms. Rieman asked that the Board consider a phase out of PCHD-provided Scoliosis Screenings in local schools. A scoliosis review was provided to the Board of Health members. Discussion followed. Possibilities discussed included providing education through social media and traditional media and having clinics at PCHD. No decision was made. Ms. Recker will speak with Dr. Eickholt about this possible phase out and it will be discussed at the February Board of Health Meeting.

Administrative Business:

Dr. Sandy made a motion to name Sherri Recker, DON as our HIPAA Security Officer, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion to designate Abigail Greve, Vital Statistics Registrar, as the Hearing Screening Contact, seconded by Dr. Sandy. Motion carried.

Mr. Burkhart made a motion to approve the Quarterly Credit Card Report for the period of October 1 through December 31, 2019 for the Putnam County Health Department, seconded by Dr. Sandy. Motion carried.

Mr. Burkhart made a motion to approve the proposed Board-owned Vehicle Policies, seconded by Dr. Sandy. Motion carried.

Dr. Sandy made a motion to approve the quote from Twin Elm Studio for \$6,999.00 for a new website, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy 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

