

**PUTNAM COUNTY BOARD OF HEALTH**  
**MEETING SUMMARY**  
**April 9, 2020**

The regular monthly meeting of the Putnam County Board of Health was held Thursday, April 9, 2020, via Zoom Video Conferencing with the following members present: Kerri Knippen, PhD, Mr. Kyle Stechschulte, J. Stephen Sandy, MD, 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 Environmental Health Brandi Schrader, Director of Nursing Sherri Recker, Hospice Coordinator Kris Bellman, HomeCare Coordinator Gretchen Lammers and Fiscal/HR Director Jodie Lammers and Medical Director Dr. Jacinta Eickholt. Also present were Kendra Kuhlman, Emily Recker and Steve Coburn-Griffis.

The meeting was called to order at 6:06 PM by Kyle Stechschulte.

Dr. Sandy made a motion to approve the March 12, 2020 Board of Health meeting minutes, with the correction to change mass to mask on the 3<sup>rd</sup> page, seconded by Mr. Burkhart. Motion carried.

**Putnam County HomeCare and Hospice**

Mr. Burkhart made a motion to approve the expenditures for March 2020, seconded by Ms. Knippen. Motion carried.

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

Mr. Burkhart made a motion to accept the PCHH Quarterly Credit Card Report (1<sup>st</sup> quarter), seconded by Ms. Knippen. Motion carried.

**Agency Update**

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

**Business Meeting**

Mr. Burkhart made a motion to approve the Telehealth/Palliative Care Policy, seconded by Mr. Herman. Motion carried.

Mr. Burkhart made a motion to approve the Telework Policy, seconded by Mr. Herman. Motion carried.

Ms. Knippen motioned to approve the \$3.50 Shift Differential for nurses working nights, seconded by Mr. Herman. Motion carried.

Mr. Herman made a motion to approve the hiring of Melissa Ladden as the HomeCare Supervisor at a rate of \$32.00/hour, seconded by Mr. Stechschulte. Roll call vote: Mr. Herman, yes; Mr. Burkhart, yes; Mrs. Knippen, yes; Dr. Sandy, yes; Mr. Stechschulte, yes. Motion carried.

Ms. Bellman presented a proposed plan to change the on-call night position to a 12 hour shift. The nurses who work Allen County Hospice are OK with working 12 hour shifts, but to make this work in

Putnam County, 2 existing staff would have to be willing to also change to 12 hour shifts. Ms. Knippen motioned for the night on-call position to be changed to a 12 hour shift in Allen County and in Putnam County, contingent upon there being other Putnam staff who are willing to change to 12 hour shifts, seconded by Mr. Herman. Motion carried.

### Putnam County Health Department

#### Fiscal Business:

Ms. Knippen made a motion to approve expenditures for April 2020, seconded by Mr. Herman. Motion carried.

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

*40090	E5	ZixCorp	\$ 60.00
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There were no appropriations.

There were no transfers.

Mr. Herman made a motion to accept the PCHD Quarterly Credit Card Report (1<sup>st</sup> quarter), seconded by Ms. Knippen. Motion carried.

Dr. Sandy made a motion to approve the 1<sup>st</sup> Quarter Revenue and Expenditure Reports, seconded by Ms. Knippen. Motion carried.

#### Environmental Division Business:

The Environmental Health Monthly review as well as the Operation and Maintenance Report were included in the packets.

Ms. Schrader presented a fee for the private water program for an additional vehicle or transportation equipment fee for \$25.00. This was presented for the second reading and no action was needed.

Mr. Herman made a motion to approve the refund of a food license fee for the Delphos County Club in the amount of \$324.00, seconded by Dr. Sandy. Motion carried.

Ms. Knippen made a motion to waive the need for a plan review for campgrounds and pools who are not able to license in 2020 due to COVID19 when applying for their 2021 license, seconded by Mr. Herman. Motion carried.

Mr. Herman made a motion to contact the owner of Your Place to request the payment of the food license fee. If the payment is not received in two weeks, the license is to be suspended. The motion was seconded by Mr. Burkhardt. Motion carried.

**Nursing Division Business:**

Ms. Recker provided a Coronavirus (COVID-19) Update including information about testing and the probable case classification.

Ms. Recker also shared that the Health Department had suspended immunization clinics, but has made the decision to resume the clinic with measures in place to protect our employees, the children and parents. The department will focus on children less than 2 years to protect the young from outbreaks of vaccine-preventable illnesses.

**Administrative Business:**

Mr. Herman made a motion to approve a resolution to allow our Emergency Response Planner to accrue up to 180 hours of comp time during this COVID response. Time earned in excess of 180 hours will be paid. In addition, these hours will need to be used by December as stated in the personnel policies. The motion was seconded by Mr. Burkhart. Roll call vote: Mr. Herman, yes; Mr. Burkhart, yes; Dr. Sandy, yes; Ms. Knippen, yes and Mr. Stechsulte, yes. Motion carried.


Ms. Rieman shared that Putnam County's Emergency Operations Center has been opened and because this is a Public Health Emergency, the Health Department is the lead in the response.

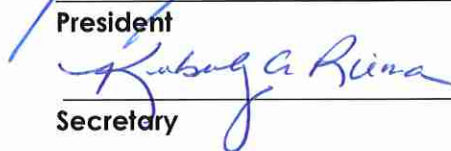
The Health Department received a grant to help offset the increased costs to the department of the COVID19 response. Staff will be recording their time spent on the response and will be tracking any other expenses. The money awarded to the Health Department with this grant will not adequately cover the expenses.

Ms. Rieman and the Environmental Health Division are spending a great deal of time addressing questions about the Stay at Home Orders.

Mr. Burkhart made a motion to adjourn, seconded by Mr. Herman. Motion carried. The meeting adjourned at 7:40 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