

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
May 14, 2020

The regular monthly meeting of the Putnam County Board of Health was held Thursday, May 14, 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, incoming HomeCare Coordinator Melissa Ladden, Aide Supervisor Sherry Kuhlman and Fiscal/HR Director Jodie Lammers. Also present were Putnam County Commissioner John Schlumbohm and Kendra Kuhlman.

The meeting was called to order at 6:01 PM by Kyle Stechschulte.

Mr. Herman made a motion to approve the April 9, 2020 Board of Health meeting minutes, seconded by Mr. Burkhart. Motion carried.

Ms. Rieman shared an explanation of the request for the change in vacation policy, requesting that new staff members be able to take their accumulated vacation time at the end of their probationary period (6 months) instead of having to wait one year as is now in the personnel policies. Mr. Burkhart shared his concern with this proposed change. This matter will be discussed with Prosecutor Gary Lammers and brought back to the June Board of Health Meeting.

Putnam County HomeCare and Hospice

Dr. Sandy made a motion to approve the expenditures for April 2020, seconded by Mr. Herman. 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. Melissa (Missy) Ladden was introduced to the Board of Health. Those present welcomed her to the agency.

Business Meeting

Dr. Sandy made a motion to approve the migration to Office 365, seconded by Ms. Knippen. Motion carried.

Ms. Knippen made a motion to approve the hiring of Jillian McClarren as a full time RN for Allen County at a rate of \$24.50/hour, seconded by Dr. Sandy. Motion carried.

Mr. Burkhart made a motion to approve the hiring of Kimberly Wischmeyer to fill the Putnam County evening on call position at a rate of \$24.50/hour, seconded by Mr. Herman. Motion carried.

Mr. Burkhart made a motion to enter into Executive Session for the hiring and compensation of personnel, seconded by Mr. Herman. Roll call vote: Dr. Sandy, yes; Mr. Burkhart yes; Mr. Herman, yes; Ms. Knippen, yes and Mr. Stechschulte, yes.

The Board came back into regular session at 7:00 PM.

Dr. Sandy made a motion to approve the temporary layoff of nurse aides to reflect the decrease of work due to COVID 19 for up to 6 months, with the health district covering the employer portion of the health insurance, seconded by Mr. Herman. Motion carried. The layoff will become effective May 18, 2020.

Dr. Sandy made a motion to approve the hiring of Stacy Alt as a full time Physical Therapist at the rate of \$40.00/hour beginning July 6, 2020, seconded by Mr. Burkhart. Motion carried.

Ms. Knippen made a motion to approve the hiring of Whitney Niese as a full time Occupational Therapist at the rate of \$35.00/hour beginning July 6, 2020, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion to approve the hiring of Amy Utendorf as a full time Physical Therapist Assistant at the rate of \$25.00/hour beginning July 6, 2020, seconded by Dr. Sandy. Motion carried.

Ms. Rieman shared that this was Ms. Lammers' last Board of Health meeting as she will be retiring at the end of May. She thanked her for her time with the agency.

Putnam County Health Department

Fiscal Business:

Mr. Herman made a motion to approve expenditures for May 2020, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion, seconded by Ms. Knippen 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.

*40091	E12	Twin Elm Studio	\$1,889.00
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Mr. Herman made a motion to approve the appropriation in Fund 63 (General Fund): \$11,889.00 into E12 – Other Expenses, seconded by Mr. Burkhart. Motion carried.

There were no transfers.

Mr. Burkhart made a motion to approve the resolution of the following two revenue line items: 63 CR (COVID Response) and 63 CTT (COVID Contact Tracing) and the following two expenditure line items: E22 (COVID Response Supplies) and E23 (COVID Contract Tracing Supplies), seconded by Ms. Knippen. Motion carried.

Mr. Herman made a motion to approve the following appropriations in Fund 63 (General Fund): \$5,000 to E22 (COVID Response Supplies) and \$5,000 to E23 (COVID Contract Tracing Supplies), seconded by Mr. Burkhart. 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 the 3rd reading a fee for the private water program for an additional vehicle or transportation equipment fee for \$25.00. Mr. Burkhart made a motion to approve this fee, seconded by Ms. Knippen. Motion carried.

Mr. Burkhart made a motion to approve the refund of Operation and Maintenance permit fee for individuals from Cloverdale/Dupont sewer project that will be connecting to the centralized sewer system, seconded by Mr. Herman. Motion carried.

Ms. Schrader asked the Board of Health for guidance in the enforcement of the public health orders surrounding COVID19, noting that education and assistance will be the top priority during this time. Discussion followed. The Board encouraged the handling of complaints/concerns of businesses not following the COVID orders on a case by case basis and voiced their support of the decisions made by the agency.

Nursing Division Business:

Ms. Recker shared that as our Immunization Clinics have resumed, we have changed our procedure for wearing masks. Our staff are wearing N95 masks while giving vaccines. Masks are recommended for patients (if over 5) and the parent of the child.

Ms. Recker shared that ODH is strongly recommending testing in all Long Term Care Facilities. At the time of this meeting, wide spread testing has occurred in the Meadows of Leipsic and Hilty Home. Because of recent orders, testing will become more widespread among our facilities.

Ms. Recker shared a plan for the compensation of Public Health Nurses for Contact Tracing of COVID 19 during the weekends. Dr. Sandy made a motion to approve the adoption of \$80/day for on call pay and the payment of comp time for hours worked, seconded by Mr. Burkhart. Motion carried.

Administrative Business:

Ms. Rieman reported that in addition to contact tracing and enforcement activities taken on by this department, the agency is also actively working with numerous groups including churches, law enforcement, and schools. The agency continues to be the lead in the county's Emergency Operations Center.

Ms. Rieman shared that the Health Department has received three grants to help with the agency's response to COVID 19. In addition to two general COVID grants, one grant specifically covers contact tracing.

Dr. Sandy made a motion to approve a resolution stating that the Board of Health and the Health Department will follow the orders signed by Dr. Amy Acton of the Ohio Department of Health, seconded by Mr. Herman. Motion carried.

Mr. Burkhart made the motion to approve the back pay of 4 hours per pay for Medical Director, Dr. Jacinta Eickholt during the pay periods of March and April and 2 hours per pay for the pay periods through June, 2020, seconded by Mr. Herman. Motion carried.

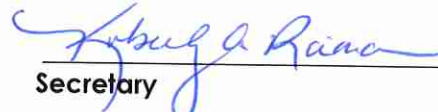
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Dr. Sandy made a motion to adjourn, seconded by Mr. Herman. Motion carried. The meeting adjourned at 8:30 p.m.

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