

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
December 10, 2020**

The regular monthly meeting of the Putnam County Board of Health was held Thursday, December 10, 2020, via Zoom with the following members present: 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, Clinical Supervisor Kris Bellman, Therapy Supervisor Stacy Alt and Business/HR Director Jodie Lammers.

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

Mr. Burkhart made a motion to approve the November 12, 2020 Board of Health meeting minutes, seconded by Mr. Herman. Motion carried.

Mr. Burkhart made a motion to approve the minutes of the November 19, 2020 Special Meeting, seconded by Mr. Herman. Motion carried.

Mr. Martin Kuhlman presented a request to the Putnam County Board of Health to donate 10% payment in lieu of tax that the district will gain with the solar project near Miller City. This donation would be in effect for 15 years. Mr. Burkhart made a motion to table a decision until an upcoming meeting, seconded by Dr. Sandy. Motion carried.

Ms. Rieman share a draft of a policy for wage adjustments. Mr. Burkhart tabled moving forward with accepting the policy, seconded by Mr. Herman. Motion carried.

**Putnam County HomeCare and Hospice**

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

There were no Then and Now Resolutions.

Mr. Burkhart made a motion to transfer \$75,000 from Hospice Salaries (101 SA) into Hospice Fringes (101 FR), seconded by Mr. Herman. Motion carried.

Dr. Sandy made a motion to increase the RN starting wage to \$26.00, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion for wage increase of 3% for all positions within Putnam County HomeCare and Hospice, with the exception of the 6 new positions approved in November and a \$1.00 per hour increase for Jennifer Karhoff, Lead Billing Specialist, seconded by Dr. Sandy. Motion carried.

**Agency Update**

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

**Business Meeting**

Ms. Bellman shared with the Board of Health that the QI Committee have changed their focus to address the following topics: Patient falls in Homecare, Home Health Outcome Trends, Hospice-

MSW visit within last 7 days of life, Palliative Care-Incident Tracking, Emergency Planning, New Hire Orientation/On-boarding.

Ms. Bellman shared that because of COVID, our Hospice Night Out will be online. The event will be held on February 13, 2021. More information will be shared at our next meeting.

## Putnam County Health Department

### Fiscal Business:

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

Mr. Burkhart made a motion to approve the resolution approving the budget for the Putnam County Health Department for 2021, seconded by Dr. Sandy. Motion carried.

Mr. Herman made a motion, seconded by Mr. Burkhart 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.

<b>*41521</b>	<b>E5</b>	<b>EK Computers, Inc</b>	<b>\$2,379.95</b>
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Dr. Sandy made a motion to approve the following appropriation in Fund 63 (General Fund): \$2,379.95 into E5 – Contracts, \$5,000.00 into E10a – Health Insurance and \$200.00 into E24 – COVID Contact Tracing Equipment, seconded by Mr. Herman. Motion carried.

There were no transfers.

Dr. Sandy made a motion for wage increase of 3% for all positions within the Putnam County Health Department, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to approve a \$1,000 bonus for PCHD Employees, seconded by Mr. Burkhart. Motion carried.

### Environmental Division Business:

Ms. Schrader noted that the sanitarians have been pulled out of their programs and are performing contact tracing. A discussion was held about sanitarians moving back into their programs. The staff will be exploring options to pick back up on some of their EH duties while still supporting the department with contact tracing.

Operation and Maintenance Year 4 applications were sent out on December 1, 2020. Because of COVID, community meetings will not be held this year.

Mr. Herman made a motion to approve the 2021 Environmental Health Fees, seconded by Mr. Burkhart. Motion carried.

### Nursing Division Business:

Ms. Recker noted that there was a slight decrease in COVID cases in Putnam County since the last part of November.

PCHD is scheduled to receive the Moderna vaccine during the week of December 22. When the vaccine is available, we will begin scheduling individuals in Tier 1A.

Dr. Sandy made a motion to approve an agreement that the Putnam County Health Department will follow the vaccination guidelines set forth by the Ohio Department of Health and the ACIP (Advisory Committee on Immunization Practices), seconded by Mr. Burkhart.

**Administrative Business:**

Ms. Rieman provided additional information for CE's for Board of Health Members. She shared that Podcasts about COVID are an option to fulfill the hour not filled by the Kent State Board of Health offerings. In addition, Dr. Eickholt's powerpoint that was presented for her peers at Mercy Health St. Rita's will be shared with board members. This will provide 15 minutes of education as well.

Mr. Herman made a motion to approve Ms. Rieman's contract through January 2021 with a 3% salary increase, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion to adjourn, seconded by Mr. Herman. Motion carried. The meeting adjourned at 8:25 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

