

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
November 12, 2020**

The regular monthly meeting of the Putnam County Board of Health was held Thursday, November 12, 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.

Dr. Sandy made a motion to approve the October 8, 2020 Board of Health meeting minutes, seconded by Mr. Herman. Motion carried.

Dr. Sandy made a motion to approve the minutes of the October 20, 2020 Special Meeting, seconded by Mr. Burkhart. Motion carried.

**Putnam County HomeCare and Hospice**

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

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

Mr. Burkhart made a motion to accept CARES Act Reimbursement from the County, seconded by Dr. Sandy. Motion carried.

The 2021 Final Budget was discussed. Mr. Burkhart made a motion to approve the budget, seconded by Dr. Sandy. Motion carried.

A decision for wage increases for 2021 was tabled until the December Board of Health Meeting.

**Agency Update**

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

**Business Meeting**

Dr. Sandy made a motion to approve the Putnam County Board of Health Bylaws, seconded by Mr. Herman. Motion carried.

Dr. Sandy made a motion to approve the Annual OPERS Conversion Plan (For the Health District), seconded by Mr. Burkhart. Motion carried.

Mr. Herman made a motion to approve the document for the Sale of Property for 2021 (for the Health District), seconded by Dr. Sandy. Motion carried.

Mr. Burkhart made a motion to approve the hiring of Chelsea Kahle, for the position of part time Nurse Practitioner, seconded by Dr. Sandy. Motion carried.

Mr. Burkhart made a motion to approve the hiring of Madison Spence, for the position of full time Nurse, seconded by Dr. Sandy. Motion carried.

PCHH is in need of PRN coverage for Speech Therapy. While Speech Therapy is the immediate need, it was determined that Ms. Alt will reach out to local therapy companies to ask them to provide a quote for PRN coverage for Speech, Occupational Therapy and Physical Therapy. Information will be shared with the Board at the next meeting.

Dr. Sandy made a motion to approve Employee Christmas Gifts of \$50.00 gift cards to Walmart, seconded by Mr. Burkhart. Motion carried.

### Putnam County Health Department

#### Fiscal Business:

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

Mr. Herman 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.

<b>*40102</b>	<b>E5</b>	<b>Fulton County Health Department</b>	<b>\$133.50</b>
<b>*40103</b>	<b>96FE</b>	<b>MASI Lab</b>	<b>\$272.75</b>
<b>*40101</b>	<b>E24</b>	<b>Helmer Inc</b>	<b>\$8,607.74</b>
<b>*40104</b>	<b>E24</b>	<b>Control Solutions Inc</b>	<b>\$1,400.00</b>
<b>*40107</b>	<b>E3</b>	<b>Control Solutions Inc</b>	<b>\$74.25</b>

Mr. Burkhart made a motion to approve the following appropriation in Fund 63 (General Fund): \$133.50 into E5 – Contracts; in Fund 96 (Private Water): \$1,000.00 to 96 ST – Share to State and \$600.00 to 96FE – Water Tests, seconded by Dr. Sandy. Motion carried.

There were no transfers.

The 2021 Final Budget was discussed. Mr. Burkhart made a motion to approve the budget, seconded by Dr. Sandy. Motion carried.

A decision for wage increases for 2021 was tabled until the December Board of Health Meeting.

#### Environmental Division Business:

The Environmental Health Monthly review as well as the Operation and Maintenance Report were emailed to the Board of Health prior to the meeting. EH staff are compiling the mailing for the 2021 O&M Program to be sent on December 1, 2020.

Ms. Schrader shared the proposed Environmental Health Fees for 2021 – 2nd reading. The Public Hearing was held for November 3<sup>rd</sup> with no facilities in attendance.

The Ohio Department of Health has established a group to investigate retail establishments and businesses that do not enforce the mask mandate. The Board and PCHD staff agreed that all complaints will be forwarded to ODH for enforcement.

Ms. Schrader shared that the Food Service Operation that needed to obtain the Level 2 training failed to do so by the time of this meeting. Mr. Burkhart made a motion to suspend the food license of this establishment, seconded by Mr. Herman. Motion carried. *The day following the meeting, the owner of this establishment completed the Level 2 Training and successfully passed the exam.*

### **Nursing Division Business:**

Ms. Recker shared that the numbers of COVID cases continue to increase. In addition to the nurses, other staff and volunteers are performing case investigations and contact tracing. Because of the high number of cases, it is necessary to prioritize our cases and modify our investigations.

Ms. Recker and Ms. Rieman spoke with Principals and Athletic Directors to determine how to proceed with contact tracing of sports teams during the winter sports season.

### **Administrative Business:**

Mr. Herman made a motion to waive the annual mandatory trainings for Putnam County Health Department staff, seconded by Dr. Sandy. Motion carried.

Ms. Rieman shared that she has reached out to neighboring health departments for continuing education options for Board of Health members. Information will be shared before or during the next Board of Health meeting.

Ms. Rieman noted that PCHD staff are beginning to look into the possibility of offering a Pop-up test site for COVID 19 in Putnam County. *Since the last meeting, a Pop-up test site was organized. This will be held at the Putnam County Fairgrounds on December 6, 2020.*

Mr. Stechschulte made a motion to approve Employee Christmas Gifts of \$50.00 gift cards to Walmart, seconded by Dr. Sandy. Motion carried.

Mr. Burkhart made a motion to adjourn, seconded by Dr. Sandy. Motion carried. The meeting adjourned at 7:36 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