

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
October 8, 2020

The regular monthly meeting of the Putnam County Board of Health was held Thursday, October 8, 2020, in the conference room of Putnam County HomeCare and Hospice with the following members present: Kyle Stechschulte, Kerri Knippen, 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, Hospice Supervisor Kris Bellman and Fiscal/HR Director Jodie Lammers. Nickey Grismore and Kendra Kuhlman were in attendance via Zoom.

The meeting was called to order at 6:00 PM by Kyle Stechschulte.

Ms. Knippen made a motion to approve the September 10, 2020 Board of Health meeting minutes, seconded by Mr. Herman. Motion carried.

Mr. Burkhart made a motion to approve the minutes of the September 22, 2020 Special Meeting, seconded by Mr. Herman. Motion carried.

Putnam County Health Department

Fiscal Business:

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

There were no Then and Now Resolutions.

Mr. Burkhart made a motion to approve the following appropriations in Fund 63 (General Fund): \$60,000.00 into E1 – Salaries, \$8,400.00 into E10 – PERS, \$300.00 into E8 – Burial Permits, \$2,000.00 into E23 – COVID Contact Tracing Supplies and \$13,250 into E24 - Contact Tracing Equipment; in Fund 96 (Private Water): \$700.00 to 96 FE – Laboratory Fees, seconded by Mr. Herman. Motion carried.

There were no transfers.

Ms. Knippen made a motion to approve the Quarterly Credit Card for the 3rd quarter, seconded by Mr. Herman. Motion carried.

Ms. Knippen made a motion to approve the 3rd Quarter Revenue and Expenditure report, seconded by Mr. Herman. Motion carried.

Mr. Burkhart motioned to approve the creation of an Expenditure Line item E24 – Contact Tracing Equipment, seconded by Ms. Knippen.

Ms. Rieman shared the 2021 Annual Budget. It was determined that the approval of the budget would be tabled until next month.

Ms. Rieman also shared the request for the Miller City Solar Project. This was tabled until the next meeting.

Environmental Division Business:

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

Ms. Schrader shared the proposed Environmental Health Fees for 2021 - 1st reading. The Public Hearing is scheduled for November 3rd.

Dr. Sandy made a motion to approve the recruitment of an Administrative Assistant for the Environmental Health Division, seconded by Mr. Burkhart. Motion carried.

Ms. Schrader noted that EH staff continue to address COVID enforcement issues. The Board reviewed the current policy for addressing businesses with multiple complaints.

Ms. Schrader noted that there is one food establishment that failed to obtain the mandatory Level 2 Training. Dr. Sandy made a motion to inform the business of the need for them to have their Level 2 certification by the next Board of Health meeting and that failure to do so may result in action on their license, seconded by Mr. Burkhart. Motion carried.

Nursing Division Business:

Ms. Rieman shared a Nursing Report compiled by Ms. Recker.

The Nursing Division continues to be very busy with contact tracing as COVID cases continue to increase.

Administrative Business:

Ms. Rieman provided an update on COVID-related activities that are occurring in the Department. Staff continue to work on cases and enforcement issues. Because of our high rate of cases, Putnam County will likely have the red designation for several months.

Dr. Sandy motioned to approve the COVID Leave Policy for the Putnam County Health Department, seconded by Mr. Burkhart. Motion carried.

Mr. Burkart made a motion to approve the extended hours of Medical Director, Dr. Jacinta Eickholt, throughout 2020, seconded by Dr. Sandy. Motion carried.

Dr. Sandy made a motion to approve a Training Day/Strategic Planning event for the Department on Wednesday, November 11, seconded by Mr. Herman. Motion carried.

Ms. Rieman shared with the Board of Health the plan to take part in the Strategic Planning process. She noted that a SWOT (Strengths, Weaknesses, Opportunity and Threats) survey will be sent to the Board of Health members for completion.

Putnam County HomeCare and Hospice

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

There were no Then and Now Resolutions.

Mr. Burkhart made a motion to approve the transfer of \$200,000.00 from 101 TR Hospice into 116 TRN Palliative Care. In addition, the following appropriations within Fund 116 (Private Duty-Palliative Care) the following items from 116 TRN (Private Duty-Palliative Care Transfer In)

- \$100,000.00 into 116 SA (Salaries)
- \$30,000.00 into 116 TEL (Telephone)
- \$40,000.00 into 116 LR (Contracts/Leases)
- \$30,000.00 into 116 TRN (Mileage)

ALSO

- Increased appropriations within Fund 101 (Hospice) the following items:
- \$200,000.00 into 101 SER (Patient Room and Board)
- \$150,000.00 into 1010 MED (Medical)

Seconded by Mr. Herman. Motion carried.

Mr. Herman made a motion to approve the Quarterly Credit Card Report for the 3rd Quarter, second by Mr. Burkhart. Motion carried.

Agency Update

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

Business Meeting

Mr. Burkhart made a motion to approve the Annual Evaluation and Mission Statement, seconded by Ms. Knippen. Motion carried.

Dr. Sandy made a motion to approve the recruitment and hiring of a part time Certified Nurse Practitioner, seconded by Mr. Burkhart. Motion carried.

Mr. Herman made a motion to enter into Executive Session to discuss the potential hiring of personnel related to a change in organizational structure, seconded by Mr. Burkhart. Role call vote: Ms. Knippen, no; Dr. Sandy, no; Mr. Burkhart, yes; Mr. Herman, yes; Mr. Stechsulte, yes. The Board entered into Executive Session at 7:30 PM.

The Board entered back into regular session at 7:57 PM.

Dr. Sandy made a motion to approve the new organizational chart that includes the Clinical Supervisor and Care Coordinators for each Home Health and Hospice, seconded by Mr. Burkhart. Motion carried.

Mr. Stechsulte made a motion to enter into Executive Session to discuss the hiring of personnel, seconded by Mr. Herman. Ms. Knippen, yes; Dr. Sandy, no; Mr. Burkhart, yes; Mr. Herman, yes; Mr. Stechsulte, yes. The Board entered into Executive Session at 8:09 PM


The Board entered back into regular session at 8:14 PM.

Dr. Sandy made a motion to recruit the following 5 positions: Clinical Supervisor; Business/HR Supervisor, Therapy Supervisor, Hospice Care Coordinator, and Home Health Care Coordinator. Mr. Herman seconded the motion. Motion carried.

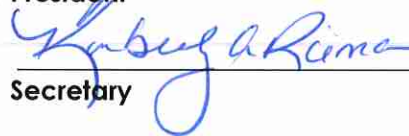
The Board of Health will hold a Special Meeting on Tuesday, October 20 at 11:15 AM.

Mr. Burkhart made a motion to adjourn, seconded by Dr. Sandy. Motion carried. The meeting adjourned at 8:24 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

PUTNAM COUNTY BOARD OF HEALTH
SPECIAL MEETING SUMMARY
October 20, 2020

A special meeting of the Putnam County Board of Health was held Tuesday, October 20, 2020, in the conference room of Putnam County HomeCare and Hospice with the following members present: Kyle Stechschulte, 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, Hospice Supervisor Kris Bellman and Fiscal/HR Director Jodie Lammers, Kendra Kuhlman joined via Zoom.

The meeting was called to order at 11:20 AM by Kyle Stechschulte.

Putnam County HomeCare and Hospice

One candidate each applied for the positions of Clinical Supervisor, Business/HR Supervisor and Therapy Supervisor.

Mr. Burkhart made a motion to hire Ms. Kristine Bellman for the position of Clinical Supervisor, seconded by Dr. Sandy. Motion carried.

Dr. Sandy made a motion to approve Ms. Jodie Lammers for the position of Business/HR Supervisor, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion to hire Ms. Stacy Alt for the position of Therapy Supervisor, seconded by Dr. Sandy.

Mr. Stechschulte made a motion to enter into Executive Session to discuss the hiring of personnel, seconded by Mr. Burkhart. Roll call vote: Dr. Sandy, yes; Mr. Burkhart, yes and Mr. Stechschulte, yes. The Board entered Executive Session at 11:22 AM

The Board entered back in to Executive Session making no decisions.

Mr. Burkhart made a motion to approve Ms. Briana Kahle as the Hospice Care Coordinator, Ms. Mindy Rosebrock as the Home Health Care Coordinator, and Ms. Jennifer Proctor as the Lead Nurse in Allen County, seconded by Dr. Sandy. Motion carried.

Dr. Sandy made a motion to approve Ms. Molly Place as a full time QI Coordinator, seconded by Mr. Burkhart. Motion carried.

Dr. Sandy made a motion to adjourn, seconded by Mr. Stechschulte. Motion carried. The meeting adjourned at 12:04 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

