

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

The regular monthly meeting of the Putnam County Board of Health was held Thursday, September 10, 2020, in the waiting room of the Putnam County Health Department 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, Director of Nursing Sherri Recker, HomeCare Coordinator Melissa Ladden, Hospice Supervisor Kris Bellman and Fiscal/HR Director Jodie Lammers. Multiple PCHH staff members were in attendance.

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

Mr. Burkhart made a motion to approve the August 13, 2020 Board of Health meeting minutes, seconded by Ms. Knippen. Motion carried.

Putnam County HomeCare and Hospice

Mr. Stechschulte made a motion to enter into Executive Session to discuss personnel, seconded by Mr. Burkhart. Roll Call vote: Mr. Burkhart, yes; Dr. Sandy, yes; Mr. Herman, yes; Ms. Knippen, yes; Mr. Stechschulte, yes. The Board entered into Executive Session at 6:03 PM.

The Board of Health reconvened into regular session at 8:06 PM with no decisions made.

Dr. Sandy made a motion to approve the expenditures for August 2020, seconded by Ms. Knippen. Motion carried.

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

Agency Update

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

Business Meeting

Ms. Lammers explained the addition to the Personnel Policy regarding the pay for staff with confirmed coronavirus. Staff who are confirmed positive will receive paid administrative leave for the time they are deemed to be in isolation as defined by the Health Department. This time is not to exceed 10 consecutive days. The policy will be sent to the Board of Health for review prior to the next meeting.

Ms. Bellman presented a quote for a server. Discussion followed. Mr. Herman made a motion to approve the purchase of a server not to exceed \$15,000, seconded by Mr. Burkhart. Motion carried.

Putnam County Health Department

Fiscal Business:

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

There were no Then and Now Resolutions.

There were no appropriations.

There were no transfers.

Environmental Division Business:

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

Mr. Burkhart made a motion to approve the food license refund from the Kalida Pioneer, seconded by Mr. Herman. 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.

Nursing Division Business:

Mr. Burkhart made a motion to approve the hiring of Ms. Allison Rosebrock as the PRN Public Health Nurse, seconded by Ms. Knippen. Motion carried.

Ms. Recker announced that the cases continue to increase and the nurses are working to identify and work up cases in a timely manner. Cases have increased from 18 cases per week to 85 cases in this current week. Cases continue to be found mainly in adults, although some school aged children have been identified.

Ms. Recker shared that she is also working on setting up flu shot clinics for our residents. She has identified some areas for drive-thru clinics. Flu shots will be also be given by appointment to prevent mass gatherings.

Administrative Business:

Ms. Rieman reviewed the indicators that Putnam County triggered to have us reach the red level in the state's Public Health Advisory System. She also shared that our case rate must be below 100 cases per 100,000 before we are able to leave the red level.


Ms. Rieman shared that PCHD held a Zoom Meeting with Businesses to update them about COVID and some of the challenges they may face as they enter the fall and cold and flu season. In addition, the health department continues to work closely with schools as COVID positive students are identified.

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Ms. Knippen made a motion to approve the increase in comp hours for part time employee Dawn Schmenk up to 80 hours, seconded by Mr. Burkhart. Motion carried. Staff having an excess of comp hours will be asked to have them cashed out during the first pay period in December if unable to use the time because of COVID response.

Mr. Herman made a motion to adjourn, seconded by Mr. Burkhart. Motion carried. The meeting adjourned at 9:14 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

