

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
January 14, 2021**

The regular monthly meeting of the Putnam County Board of Health was held Thursday, January 14, 2021, 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, Therapy Supervisor Stacy Alt, Business/HR Director Jodie Lammers and Medical Director Dr. Jacinta Eickholt. Guests include: Putnam County Commissioner John Schlumbohm, Nicky Grismore, Kendra Kuhlman and Steve Coburn-Griffis

The meeting was called to order at 6:03 PM by Kyle Stechschulte.

Mr. Burkhart made a motion to approve the December 10, 2020 Board of Health meeting minutes with the correction noted "payment in lieu of tax", seconded by Mr. Herman. Motion carried.

Mr. Burkhart made a motion to approve the minutes of the December 18, 2020 Special Meeting, seconded by Mr. Herman. Motion carried.

**Putnam County HomeCare and Hospice**

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

There were no Then and Now Resolutions.

At 6:07 PM, Mr. Stechschulte made a motion to go into Executive Session for the discipline of an employee at PCHH and the contract for compensation of the Health Commissioner, seconded by Mr. Burkhart. Roll call vote: Mr. Herman, yes; Dr. Sandy, yes; Mr. Burkhart, yes and Mr. Stechschulte, yes.

The Board entered into regular session at 7:01 PM.

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

**Agency Update**

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

**Business Meeting**

Ms. Lammers explained the Conflict of Interest statements that Board Members are asked to sign each year and stated that they will be included with the bill sheets to be signed following the meeting.

Ms. Alt explained that HIPAA Acknowledgement forms also need to be signed each year. Forms will also be included with the bill sheets for signatures.

Mr. Burkhart motioned to approve the Quarterly Credit Card report for the 4<sup>th</sup> quarter of 2020, seconded by Mr. Herman. Motion carried.

Mr. Burkhart made a motion to approve the request of \$20,000 for the United Way allocation, seconded by Dr. Sandy. Motion carried.

Mr. Burkhart made a motion to approve the 3 day unpaid suspension of Ms. Julia Mason, seconded by Mr. Herman. Roll call vote: Mr. Herman, yes; Dr. Sandy, yes; Mr. Burkhart, yes and Mr. Stechschulte, yes. Motion carried.

### **Putnam County Health Department**

#### **Fiscal Business:**

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

Mr. Burkhart made a motion to approve the following new revenue line items: 63 EO (Enhanced Operations) and 63 VN (Vaccine Needs) and the following new expenditure line items: E26 (Enhanced Operations) and E27 (Vaccine Needs), seconded by Dr. Sandy. Motion carried.

Mr. Burkhart made a motion, seconded by Mr. Herman 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>*41706</b>	<b>E23</b>	<b>Putnam Co. Office of Public Safety</b>	<b>\$50.80</b>
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Mr. Herman made a motion to approve the following appropriation in Fund 63 (General Fund): \$1,000.00 into E26 - Enhanced Operations and \$1,000.00 into E27 – Vaccine Needs, seconded by Mr. Burkhart. Motion carried.

There were no transfers.

Mr. Burkhart made a motion to approve the 2020 final expenditure and revenue report, seconded by Mr. Herman. Motion carried.

#### **Environmental Division Business:**

Ms. Schrader reported that applications for the 4<sup>th</sup> year of the Operation and Maintenance Program are coming in nicely with over 300 completed applications with payment submitted. The EH staff are preparing to send out the second mailing.

Mr. Burkhart motioned to approve the refund of Michael Kuhlman for an O&M Permit as the house is vacant, seconded by Dr. Sandy. Motion carried.

#### **Nursing Division Business:**

Ms. Recker shared that Putnam County had over 800 cases of COVID19 reported in December with an average of 26 cases per day.

Ms. Recker shared that vaccination efforts began the last week of December and since that time, 280 first dose vaccines had been given to individuals in Tier 1A.

**Administrative Business:**

Mr. Burkhart made a motion to delegate Sherri Recker as the Health Department's HIPAA Security Officer, seconded by Mr. Stechschulte. Motion carried.

Mr. Burkhart made a motion to appoint Abigail Greve as the Health Department's Hearing Screening Contact, seconded by Mr. Herman. Motion carried.

Mr. Herman motioned to approve the Quarterly Credit Card report for the 4<sup>th</sup> quarter of 2020, seconded by Mr. Burkhart. Motion carried.

Ms. Rieman shared with the group that the DAC meeting is scheduled for Monday, March 1 at 4:30 PM. An alternate location will be identified to allow for social distancing.

Mr. Herman made a motion to approve the proposed contract of Health Commissioner Kim Rieman through December 31, 2021, seconded by Mr. Burkhart. Motion carried.

Mr. Herman made a motion to compensate Health Commissioner Kim Rieman \$7,500 for a portion of the hours she worked and was not paid for in 2020, seconded by Mr. Burkhart. Roll call vote: Mr. Herman, yes; Mr. Burkhart, yes; Dr. Sandy, yes; and Mr. Stechschulte, yes. Motion carried.

Mr. Herman made a motion to take the request for payment in lieu of tax from the Miller City Solar Project off the table for a decision, seconded by Mr. Burkhart. Motion carried.

Mr. Stechschulte made a motion to decline the request for payment in lieu of tax from the Miller City Solar Project, seconded by Mr. Herman. Motion carried.

Mr. Burkhart made a motion to adjourn, seconded by Mr. Herman. Motion carried. The meeting adjourned at 7:52 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

