

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
March 11, 2021**

The regular monthly meeting of the Putnam County Board of Health was held Thursday, March 11, 2021, at the Putnam County Health Department Waiting Room with the following members present: Kyle Stechschulte, Kent Brandeberry, DO, Mr. Cory Unverferth and Mr. Joe Burkhart. Present from the Putnam County Health District were: Health Commissioner and Director of Putnam County HomeCare and Hospice Kim Rieman, Medical Director Jacinta Eickholt, MD, Director of Environmental Health Brandi Schrader, Director of Nursing Sherri Recker, Therapy Supervisor Stacy Alt, Business/HR Director Jodie Lammers, Clinical Supervisor Cathy Lucas, Home Health Care Coordinator Mindy Rosebrock and Hospice Care Coordinator Briana Kahle. Guests include: Putnam County Prosecutor Gary Lammers and Steve Coburn-Griffis

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

The approval of the February 11, 2021 Board of Health Minutes was tabled until the April 8, 2021 Board Meeting as a quorum of members from the meeting was not present.

Board of Health Members Kyle Stechschulte, Cory Unverferth and Dr. Kent Brandeberry were sworn in by Ms. Rieman.

Mr. Burkhart made a motion for Mr. Kyle Stechschulte to be the President of the Board of Health, seconded by Dr. Brandeberry. Mr. Stechschulte abstained from the vote. Motion carried.

Mr. Stechschulte made a motion for Mr. Joe Burkhart to be the Vice President of the Board of Health. Mr. Unverferth seconded the motion. Mr. Burkhart abstained from the vote. Motion carried.

Ms. Rieman shared with the members of the Board of Health that moving forward, special attention must be given when the Board of Health has special meetings or enters into Executive Session. Prosecutor Gary Lammers was present for the meeting and encouraged those present to review the Yellow Book. This resource contains information for public meetings and records. He also suggested attending a training on this topic. The Ohio Attorney General's website contains a link to the Yellow Book. Trainings are also available throughout the state.

Ms. Rieman shared with the new Board Members that at the last meeting, the group discussed changing the comp time policy for both agencies. Currently, the maximum hours permitted to be banked is different between the two agencies governed by the Board of Health. In addition, the county's policy has a stipulation that accrued comp time can be paid out only during four identified weeks during the year (one per quarter). Leadership at PCHH and PCHD will develop a policy to bring forth to the Board at the April Board of Health Meeting.

Putnam County HomeCare and Hospice

Mr. Burkhart made a motion to approve the expenditures for February 2021, seconded by Dr. Brandeberry. Motion carried.

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

Ms. Lammers and Ms. Rieman explained that according to Ohio Revised Code, a preliminary budget must be approved in March for the following calendar year. Ms. Lammers stated that the preliminary budget for Putnam County HomeCare and Hospice will remain the same as the 2021 budget and will be revisited at the end of the year. Mr. Unverferth made a motion to accept the preliminary budget, seconded by Mr. Burkhart. Motion carried.

Agency Update

Ms. Lammers and Ms. Alt referred to the information in the PCHH Agency report. Mr. Stechshulte shared his wishes to hire someone trained in Marketing to replace Ms. Kuhlman and his concerns about the proposed positions to be hired for Putnam and Allen County.

Business Meeting

Ms. Rieman explained that several months ago, a Certified Nurse Practitioner and an RN, had voiced their requests to decrease their hours worked each week. At that time, the case load and the need for additional staff did not allow for those individuals to decrease their hours. The request for a reduction in hours for Heather Schmenk and Brooke Cassidy was brought to the board for approval now that staffing has been adjusted. Discussion followed about developing a process to follow when a change in hours is requested. Mr. Burkhart made a motion to approve the decrease in hours for Heather Schmenk and Brooke Cassidy, seconded by Mr. Brandeberry. Motion carried with a vote of three to one.

Dr. Brandeberry made a motion to approve the hiring of Cathy Lucas as Clinical supervisor, seconded by Mr. Unverferth. Motion carried.

Mr. Burkhart made a motion to approve the reclassification of Nicole Grismore to a billing position, seconded by Mr. Unverferth. Motion carried.

Mr. Burkhart made a motion to approve on call pay for our CNPs and Dr. Eickholt when covering the weekends at a rate of \$1 per hour (or \$48 hours per weekend), seconded by Mr. Brandeberry. Motion carried.

Putnam County Health Department

Fiscal Business:

Mr. Unverferth made a motion to approve expenditures for February 2021, seconded by Dr. Brandeberry. Motion carried.

There were no Then and Now Resolutions.

Dr. Brandeberry made a motion to approve the following appropriation in Fund 63 (General Fund): \$8,000.00 into E5 – Contracts, seconded by Mr. Burkhart. Motion carried.

There were no transfers.

Dr. Brandeberry made a motion to approve the 2022 preliminary budget for the Putnam County Health Department, seconded by Mr. Burkhart. Motion carried.

Environmental Division Business:

The Environmental Health monthly review was included in the packet. EH Staff are assisting with the set-up of COVID vaccination clinics but are more of their usual duties in the food, septic and private water programs.

Ms. Schrader explained the Operation and Maintenance Program to the new Board of Health Members. On April 1, 3rd notices will be sent to those who have yet to complete their applications and send in payment.

Mr. Burkhart made a motion to approve a variance for the property at 2912 Road Q, Pandora for the homeowners to use their septic tank as a holding tank until the secondary treatment area can be installed, seconded by Dr. Brandeberry. Motion carried. This variance is valid for 6 months and the residents must get their tank pumped by a registered contractor.

Nursing Division Business:

Ms. Recker referred to the nursing report included in the packet and provided a brief synopsis of COVID contact tracing and vaccine distribution. Ms. Recker explained that ODH is completing contact tracing with our nurses only assisting as needed. This change has allowed our nurses to focus on administering COVID vaccine.

Ms. Recker briefly explained that local Health Departments are to complete an annual Child Fatality Review (CFR) by April 1 for all child deaths occurring during the previous year. Our annual meeting with our partners will occur on March 24.

Mr. Burkhart made a motion to reclassify Rachael Ruhe to Public Health Nurse II, seconded by Mr. Unverferth. Motion carried.

Administrative Business:

Ms. Rieman discussed Senate Bill 22 which limits local Boards of Health Authority as well as Governor and ODH powers. This bill passed the house on March 10 with the Senate concurring. Governor DeWine is expected to veto the bill. Ms. Rieman will share additional information about the bill as it becomes available.

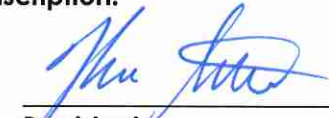
Mr. Burkhart made a motion to continue the increased pay to Dr. Jacinta Eickholt for COVID response until her contract is negotiated (Approximated time frame – June/July 2021), seconded by Dr. Brandeberry. Motion carried.

Mr. Stechschulte encouraged the Health District to review the procedure for Public Records Requests and make needed revisions so other staff can respond to the requests. The procedure will be reviewed by leadership of the Health District.

Mr. Burkhart made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 7:53 p.m.

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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