

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
April 8, 2021

The regular monthly meeting of the Putnam County Board of Health was held Thursday, April 8, 2021, at the Putnam County Health Department Waiting Room with the following members present: Kyle Stechschulte, Kent Brandeberry, DO, Mr. Cory Unverferth, 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, Cathy Lucas, Therapy Supervisor Stacy Alt, Business/HR Director Jodie Lammers and Hospice Care Coordinator Briana Kahle.

The meeting was called to order at 6:01 PM by Kyle Stechschulte.

Mr. Burkhart made the motion to approve the minutes from the February 11, 2021 Board of Health Meeting, seconded by Mr. Herman. Motion carried.

Mr. Burkhart made a motion to approve the minutes from the March 11, 2021 Board of Health Meeting, seconded by Mr. Unverferth. Motion carried.

Compensatory Time Policies for Putnam County HomeCare and Hospice and the Putnam County Health Department were sent to the Board Members prior to the meeting. Ms. Rieman explained that the revised policies now both include an 80 hour maximum for compensatory time as well as the county's item that indicates that compensatory time can be paid out during specific weeks during the year. Mr. Herman made a motion to approve the policies, seconded by Mr. Burkhart. Motion carried.

The Putnam County Board of Health Bylaws were emailed to Board of Health members before the meeting. Ms. Rieman explained that there are no proposed changes, but that they are just being brought to the group for annual approval. Mr. Herman made a motion to approve the Bylaws, seconded by Dr. Brandeberry. Motion carried.

Putnam County HomeCare and Hospice

Dr. Brandeberry made a motion to approve the expenditures for March 2021, seconded by Mr. Unverferth. Motion carried. Ms. Lammers will speak with the Auditor's Office to determine the best way to approve bills when the Board Meeting is early in the month and all bills have not been received by the agency.

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

Ms. Lammers and Ms. Rieman explained the Credit Card report. Mr. Burkhart made a motion to approve the 2021 1st Quarter Credit Card Report for PCHH, seconded by Mr. Herman. Motion carried.

Agency Update

Ms. Lucas reviewed the information in the PCHH Agency report.

Business Meeting

The policy for Personnel Change in Status was presented to the Board of Health. Mr. Herman made a motion to approve the policy, seconded by Mr. Unverferth. Motion carried.

Mr. Burkhart made a motion to approve the hiring of Derek Buss to the Marketer position, seconded by Dr. Brandeberry. Motion carried.

The March financials were included in the packet. Mr. Herman asked about the change in reimbursement and asked if that was affecting our revenue. This will be tracked and information shared at the next meeting.

Putnam County Health Department

Fiscal Business:

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

There were no Then and Now Resolutions.

There were no Appropriations.

There were no Transfers.

Mr. Herman made a motion to approve the 2021 1st Quarter Credit Card Report for the Putnam County Health Department, seconded by Mr. Unverferth. Motion carried.

Mr. Burkhart made a motion to approve the 1st Quarter Revenue and Expenditure Report, seconded by Dr. Brandeberry. Motion carried.

Environmental Division Business:

The Environmental Health monthly review was included in the packet. Ms. Schrader reviewed the information with the Board of Health and also provided an update on the Operation and Maintenance Program.

Ms. Schrader explained that the Health Department has approximately \$500,000 in funds for the Water Pollution Control Loan Fund (WPCLF) and H2Ohio. She completed an interview and information will be in the Sentinel. Mr. Herman suggested putting information about the WPCLF program in the Operation and Maintenance mailings.

Nursing Division Business:

Ms. Recker distributed the nursing report to the Board of Health members and reviewed the information which contained a COVID case update and a COVID vaccine update. Ms. Recker also shared some highlights from our vaccination program and how we are adjusting to change in the demand of the vaccine.

Administrative Business:

Mr. Burkhart made a motion to reclassify Abigail Greve as Environmental Health Administrative Assistant seconded by Mr. Unverferth. Motion carried. Ms. Greve will begin her new position after an individual is hired and trained for the Receptionist/Vital Statistics Registrar position.

In light of the COVID activities, two part time employees have exceeded their comp time hours permitted in the personnel policies. Dr. Brandeberry made a motion to approve the excess comp time hours for Angela Recker and Abigail Greve with the understanding that they will use the hours before the deadline listed in the personal policy handbook, seconded by Mr. Herman. Motion carried.

Ms. Rieman explained that the Department of Transportation has awarded each county funds for transportation costs related to COVID immunizations. In counties that do not have transit, the money is awarded to the Health Department. In order to be awarded the money, the Board must approve a resolution. Mr. Burkhart made a motion to approve the Resolution for Rides to Community Immunity, seconded by Mr. Unverferth. Motion carried.


Ms. Rieman shared that there were several schools and halls that have allowed the department to use their facilities to hold our mass vaccination clinics. The Health Department is not permitted to use grant funds for hall rentals, but we would like to offer a small monetary amount to help offset their costs of heat, janitorial work and at times, snow removal. Mr. Herman made a motion to offer each facility \$250.00 per day the facility was used, seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman provided a brief synopsis of the webinar hosted by AOHC (Association of Ohio Health Commissioner) on April 7 regarding Senate Bill 22. This webinar discussed potential ramifications of this bill. The contents of this bill will go into effect in 90 days from when it passed.

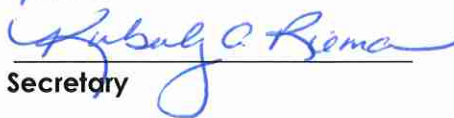
Other – Ms. Rieman asked if the existing Board of Health Members had any additional information regarding the reasons for going into Executive Sessions for select meetings. Mr. Burkhart shared that Prosecutor Gary Lammers feels that we should be able to address the reasons for entering into Executive Sessions but not adjust previous meeting minutes. At the time of this meeting, Board of Health Members had nothing to add. Ms. Rieman noted again that care must be taken when entering into Executive Sessions or announcing Special Meetings. Commissioner Lammers noted that Ms. Landwehr has sample sentences that can be used when going into Executive Session and that she could share those with Ms. Rieman.

Mr. Herman made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 7:23 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

