

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
July 15, 2021**

The regular monthly meeting of the Putnam County Board of Health was held Thursday, July 15, 2021, at the Putnam County Health Department Conference Room with the following members present: Mr. Kyle Stechschulte, Mr. Matthew Herman, Mr. Cory Unverferth, Dr. Kent Brandeberry 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, and Hospice Care Coordinator Briana Kahle. Putnam County Commissioner Vince Schroeder was also in attendance.

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

Mr. Burkhart made the motion to approve the minutes from the June 10, 2021 Board of Health Meeting, seconded by Mr. Herman. Motion carried.

The November Board of Health Meeting was originally scheduled to take place on Thursday, November 11, Veterans Day. To avoid meeting on a Federal Holiday, the Board decided to change their meeting to Tuesday, November 16.

Ms. Rieman shared that the audit for the Board of Health is nearing completion and that an exit conference is offered to the Board Members if they would like the opportunity to hear the audit findings. The Board Members indicated that they would like an exit conference. Ms. Rieman stated that once a conference date/time is determined, the board will be notified.

Putnam County HomeCare and Hospice

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

Mr. Burkhart made a motion, seconded by Mr. Herman to approve the following "then and now" purchase order listed on the resolution and authorize the Auditor to encumber funds for the same: Motion carried.

*37873	101EQ	Equipment	\$100,000.00
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Mr. Herman made a motion to approve the following Transfer: \$100,000 from Fund 101 TR (Hospice-Transfer Out) into to Fund 101 EQ (Equipment), seconded by Dr. Brandeberry. Motion carried.

Mr. Herman made a motion to approve the 2nd quarter Credit Card Report, seconded by Mr. Unverferth. Motion carried.

Ms. Rieman shared the financial reports for PCHH for June, 2021. She noted that agency has seen a decrease in the bottom line and that leadership staff are looking into the reasons for the losses. The Board directed those present to look at different trends, such as the makeup of our patients, to determine the reasons for the losses. Mr. Herman also shared that if staff could benefit from attending classes such as how to identify trends and excel trainings, the board would likely entertain these expenses.

A discussion occurred regarding the best way to monitor for Medicare changes in billing. Typically, the billers review all updates from CMS and make changes accordingly. It was determined that this practice will be refined and a procedure will be developed.

Agency Update

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

Business Meeting

Mr. Stechschule made a motion to enter into Executive Session for the discipline of a Putnam County HomeCare and Hospice employee, seconded by Mr. Herman. Roll call vote: Mr. Herman, yes; Mr. Unverferth, yes; Mr. Burkhardt, yes; Dr. Brandeberry, yes; Mr. Stechschulte, yes. The Board entered into Executive Session.

The Board entered regular session at 6:46PM.

Mr. Stechschulte made a motion to approve the discipline of Putnam County HomeCare and Hospice employee Julia Mason to include a 10 day unpaid suspension, and the execution of a last chance agreement, seconded by Mr. Burkhardt. Motion carried.

Mr. Herman made a motion to approve a request for Leave without Pay for Cathy Lucas, seconded by Mr. Unverferth. Motion carried.

Mr. Stechschulte shared that he and Mr. Burkhardt were approached about the possibility of using a portion of a local Assisted Living facility for an in-house Hospice Unit. A meeting was held between the owner of the facility, 2 board members and several staff from PCHH prior to the Board Meeting. Mr. Stechschulte noted that this will need to be looked at carefully to determine if this is the correct move for the agency.

Putnam County Health Department

Fiscal Business:

Mr. Unverferth made a motion to approve expenditures for June 2021, seconded by Mr. Herman. Motion carried.

Mr. Burkhardt made a motion, seconded by Mr. Unverferth to approve the following "then and now" purchase order listed on the resolution and authorize the Auditor to encumber funds for the same: Motion carried.

*42663	E12	Blanket-Other	\$3,786.26
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Dr. Brandeberry made a motion to approve the following appropriation in Fund 63 (General Fund): \$13,786.26 into E12 – Blanket-Other, seconded by Mr. Burkhardt. Motion carried.

There were no Transfers.

Mr. Unverferth made a motion to approve the 2nd quarter Credit Card Report, seconded by Dr. Brandeberry. Motion carried.

Mr. Burkhardt made a motion to approve the mid year revenue and expense 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. There is \$200,000 in WPCLF funding to be spent in Putnam County. Ms. Schrader asked the Board of Health to help spread the word of this funding.

Dr. Brandeberry motioned to approve the variance request for the property located at 20692, Road 18-S, Fort Jennings for installation of a septic system that does not meet the isolation distance from the neighboring property, pending the adjacent property owner approval, seconded by Mr. Herman. Motion carried. Mr. Herman asked that ariel pictures be available for upcoming variance requests.

Nursing Division Business:

Ms. Recker reviewed the Nursing Report for June and provided a COVID update. Currently, the number of reported COVID cases are low and Delta has not been identified in our county.

Additional COVID clinics are being scheduled to take place in each village. Extra childhood immunization clinics are also being scheduled. Ms. Recker reviewed immunization trends. The number of immunizations given in 2021 to this point are lower than previous years.

Ms. Recker shared information about a new website that shows the COVID vaccination rates of zip codes in each county. This site cannot be accessed by the general population. Health Departments are encouraged to use this to strategize vaccination efforts. There was a short discussion about door to door vaccination efforts. That will not be done in our county.

Administrative Business:

Ms. Rieman shared that Senate Bill 22 went into effect on June 23, 2021. In addition, House Bill 248 was not acted on before the summer recess. The need for accredited health departments serving less than 50,000 population was taken out of the budget bill. The Budget Bill was signed prior to July 1, 2021.

Following the last Board of Health Meeting, the County obtained a quote for carpet for the lower level of the health department. Discussion followed. Those present felt that vinyl flooring should be installed upstairs because of higher traffic and ease of cleaning. Mr. Burkhart made a motion to approve paying the difference between the vinyl and carpeting for the basement flooring, contingent on approval from the Commissioners, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve the Putnam County Health Department Training Day to take place on Veterans Day, Thursday, November 11 and for the department to observe the Veterans Day Holiday on the day after Thanksgiving, seconded by Dr. Brandeberry. Motion carried.


Ms. Rieman shared that the Health Department is undergoing the Strategic Planning process. Board of Health Members will be receiving a survey to complete for the SWOT (Strengths, Weaknesses, Opportunities and Threats) portion of the process.

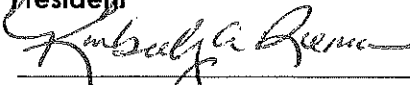
Every three years, a Community Health Assessment must be completed, followed by the creation of a Community Health Improvement Plan. This year, we will be working with a different group to complete the Community Survey. As the time gets closer, we will ask Board Members to spread the word of the assessment and encourage people to participate in the survey if they are called.

Ms. Rieman reminded the Board of Health members to complete their continuing education requirements and email her when completed.

Mr. Herman made a motion to adjourn, seconded by Mr. Unverferth . Motion carried. The meeting adjourned at 8:18 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