

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
November 16, 2021**

The regular monthly meeting of the Putnam County Board of Health was held Tuesday, November 16, 2021, at the Putnam County Health Department Conference Room with the following members present: Mr. Joe Burkhart, Mr. Matthew Herman, Dr. Kent Brandeberry and Mr. Cory Unverferth. 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, HR/Business Supervisor Jodie Lammers and Therapy Supervisor Stacy Alt. Putnam County Commissioner John Schlumbohm was also in attendance.

The meeting was called to order at 6:00 PM by Joe Burkhart.

Mr. Herman made the motion to approve the minutes from the October 14, 2021 Board of Health Meeting, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve the Annual OPERS Conversion Plan (For the Health District), seconded by Dr. Brandeberry. Motion carried.

Mr. Herman made a motion to approve the document for the Sale of Property for 2022 (for the Health District), seconded by Mr. Unverferth. Motion carried.

Since the last meeting, CMS guidance about the Vaccine Mandate had been issued. At this time, it is not clear if the Health Department is included in this mandate. Staff have been informed of the vaccine mandate. Ms. Rieman is awaiting guidance and paperwork on the exemption process. Mr. Unverferth stated that he wants to make sure that leadership have structured guidance and support when making decisions regarding exemptions.

Ms. Rieman distributed and reviewed information from The Ohio Sunshine Law, specifically The Ohio Open Meetings Act, Chapter Nine: Executive Session. Specifically, the allowable reasons for entering into Executive Session were reviewed. Ms. Rieman noted that Prosecutor Lammers encourages the Board of Health to specify the agency affected by the Executive Session. In addition, how to make a motion to enter into Executive Session was reviewed. Those present were encouraged to review this information and be very mindful when entering into Executive Session to be sure that the Board is entering for a permissible reason.

**Putnam County HomeCare and Hospice**

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

There were no Then and Now Purchase Orders.

Mr. Unverferth made a motion to increase the following appropriations within the Home Health Fund: 66 ADV(advertising) \$5,000.00; 66 DLS(dues, subscriptions) \$10,000.00; 66 EQ (equipment) \$20,000.00 and 66 SU (supplies) \$7,000.00. In addition, he motioned to establish an expense account in COVID; 152 TR-Transfer Out and appropriate \$200,550.00 into 152 TR – Transfer Out. Seconded by Dr. Brandeberry. Motion carried.

The proposed 2022 Putnam County HomeCare and Hospice budget was sent to the Board prior to the meeting for review. Dr. Brandeberry motioned to approve the 2022 Putnam County HomeCare and Hospice budget, seconded by Mr. Herman. Motion carried.

Mr. Herman made a motion to approve a \$1.00 per hour increase for all Putnam HomeCare and Hospice staff, seconded by Dr. Brandeberry. Motion carried.

Mr. Herman referred to the October Financial Report. He encouraged the leadership staff to take a deeper look into what is driving the decreasing revenue or increasing expenditures. Ms. Lammers stated that she would be happy to meet with him to review financial information.

### **Agency Reports**

Ms. Lucas shared some staffing changes. The agency was able to hire a Social Worker to fill the vacant position.

### **Business Meeting**

At the October meeting, it was determined that the on-call policy would be expanded to include the Hospice and Home Health Care Coordinator positions. The revised policy was presented to the Board of Health. Mr. Herman made a motion to approve the revised on-call coverage policy, seconded by Mr. Unverferth. Motion carried.

Upon reviewing the pay rates of staff, it was discovered that one of the Certified Nurse Practitioners is being paid at a much higher rate than the other CNP's in our Palliative Program. Mr. Unverferth made a motion to freeze the salary of Brooke Cassidy, CNP until the other CNP's are close to her pay rate. The motion was seconded by Dr. Brandeberry. Motion carried. The pay rates will be evaluated on annual basis.

Mr. Herman made a motion to approve the increase of the stipends to \$50.00 for nurses who pick up or volunteer for holiday shifts through 2021, seconded by Mr. Unverferth. Motion carried.

Mr. Herman made a motion to approve the increase of the stipend to \$100.00 for nurses who pick up or volunteer for weekend shifts through 2021, seconded by Mr. Unverferth. Motion carried.

Mr. Herman made a motion to approve the purchase of WalMart Gift Cards for PCHH staff for Christmas Gifts. Seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry motioned to establish a Licensed Practical Nurse (LPN) position for the agency and recruit to fill two LPN positions. The motion was seconded by Mr. Unverferth. Motion carried.

## **Putnam County Health Department**

### **Fiscal Business:**

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

Dr. Brandeberry 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.

*42671	E19	Public Entities Pool of Ohio	\$60.00
*42672	E5	EK Computer, Inc.	\$7,138.00
*42682	E12	AOHC	\$127.34

Mr. Unverferth made a motion to approve the following appropriations in Fund 63 (General Fund): \$25,000.00 into E2 Supplies – 4U Office; \$5,500.00 into E3 Blanket Equipment, \$1,000.00 into E4 Treasurer of State and \$9,138.00 into E5 Contracts; EK Computer; \$10,000.00 into E10a Hospital Insurance and \$10,000.00 into E12 Other Expenses, seconded by Dr. Brandeberry. Motion carried.

Mr. Unverferth made a motion to approve the following appropriation in Fund 67 (Food Service): \$1,000.00 into 67 OT Other, seconded by Dr. Brandeberry. Motion carried.

Mr. Unverferth made a motion to approve the following appropriation in Fund 96 (Private Water): \$1,500.00 into 96FE Laboratory Fees, seconded by Dr. Brandeberry. Motion carried.

There were no Transfers.

The 2022 proposed budget was sent to the Board of Health Members prior to meeting for review. Dr. Brandeberry motioned to approve the resolution for the County Board of Health funds for and during the year 2022, seconded by Mr. Unverferth. Motion carried.

Mr. Herman made a motion to increase the 2022 wages of all Putnam County Health Department staff \$1.00 per hour, seconded by Mr. Unverferth. Motion carried.

### **Environmental Division Business:**

The EH Monthly Review for October was provided prior to the meeting. Ms. Schrader reviewed highlights with the Board Members.

The proposed Food Fees were presented for the third reading. Mr. Unverferth made a motion to accept the proposed 2022 Feed Fees, seconded by Mr. Herman. Motion carried.

### **Nursing Division Business:**

Ms. Recker reviewed the Nursing Report/COVID update for October. She reported that we are seeing the highest number of weekly cases for 2021. Vaccinated individuals make up about 30% of those cases.

COVID immunizations continue with most of the vaccines given are to those requesting boosters. Staff have started providing the vaccination for children ages 5-11.

Ms. Recker noted that we are seeing an increase in cases in school children. We are following the Mask to Stay/Test to Play guidelines from ODH.

### **Administrative Business:**

Ms. Rieman shared that the agency that is collection information for the community survey for the Community Health Assessment is continuing to gather information. Information is being gathered via phone and emailed surveys.

Ms. Schrader and Ms. Recker shared that the Strategic Planning committee is continuing their work with hopes that it is ready for approval at the January 2022 Board of Health Meeting.

Mr. Herman made a motion to approve the purchase of WalMart Gift Cards for PCHD staff for Christmas Gifts. Seconded by Dr. Brandeberry. Motion carried.

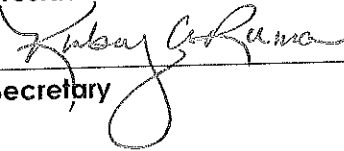
Ms. Rieman reminded the Board that all Board of Health Members must complete 2 hours of continuing education by the end of year.

Mr. Unverferth made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 8:11 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