

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

The regular monthly meeting of the Putnam County Board of Health was held Thursday, October 14, 2021, at the Putnam County Health Department Conference Room with the following members present: Mr. Kyle Stechschulte, 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, Medical Director Dr. Jacinta Eickholt, Director of Environmental Health Brandi Schrader, Director of Nursing Sherri Recker, Clinical Supervisor Cathy Lucas, HR/Business Supervisor Jodie Lammers, Therapy Supervisor Stacy Alt, Hospice Patient Care Coordinator Briana Kahle and Home Health Patient Care Coordinator Amanda Maxey. Putnam County Commissioner Michael Lammers and Greensburg Township Trustee Jim Birkemeier was also in attendance.

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

Mr. Herman made the motion to approve the minutes from the September 9, 2021 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

Several conflicts for Board of Health Members were noted for the November and December Board of Health Meetings. After checking schedules it was determined that the November Board of Health meeting will remain on November 16 (this is a change from the originally scheduled date of November 11 – Veterans Day). The December Board of Health meeting will occur on Wednesday, December 8. This information will be posted on the websites of both Putnam County HomeCare and Hospice and the Putnam County Health Department.

The Board of Health discussed the Federal Vaccine Mandate that was issued on September 24, 2021. Both Putnam County HomeCare and Hospice and the Putnam County Health Department will fall under this mandate as both receive Medicare and Medicaid funding. Leadership will watch for the rule release and educate staff as information becomes available.

### **Putnam County HomeCare and Hospice**

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

There were no Then and Now Purchase Orders.

Mr. Unverferth made a motion to appropriate \$300,000 within Hospice (101) to 101 Transfer Out (Hospice), and transfer \$500,000 from 101 TR Transfer Out (Hospice) into 66 TI (Home Health – Transfer In), followed by appropriating funds into the following Home Health line items: \$100,000 into 66 FR (fringes); \$20,000.00 into 66 EQ (Equipment) and \$25,000 into 66 MED (medical supplies). Dr. Brandeberry seconded the motion. Motion carried.

Dr. Brandeberry made a motion to transfer from Fund 152 (Covid Fund) into the following funds: \$163,884 from 152 (Covid) into 101 TI (Hospice-Transfer In), \$36,269.00 from 152 (Covid) into 66 TI (Home Health-Transfer In) and \$397.00 from 152 (Covid) into 116 TRN (Private Duty-Transfer In), seconded by Mr. Unverferth. Motion carried.

Mr. Herman made a motion to approve the 3<sup>rd</sup> Quarter Credit Card Report for Putnam County HomeCare and Hospice, seconded by Mr. Unverferth. Motion carried.

### **Business Meeting**

The Annual Mission Statement/Annual Agency Report will be reviewed at the November Meeting.

Dr. Brandeberry made a motion to approve the increase in pay for Clinical Supervisor Cathy Lucas to \$47.00, seconded by Mr. Unverferth. Motion carried. This pay rate change will take effect with the payroll beginning October 15, 2021.

Mr. Herman motioned to approve the decrease in hours for QI Coordinator Molly Place from full time, 40 hours per week to 32 hours per week. The motion was seconded by Mr. Unverferth. Motion carried.

Ms. Lucas reviewed the Agency Update that was distributed prior to the meeting.

Mr. Herman made a motion to approve on-call pay for the Patient Care Coordinators in the amount of \$48.00 per weekend, seconded by Dr. Brandeberry. Motion carried.

The Patient Care Coordinators shared the need for additional help in the office. Mr. Stechschulte asked those present to review the needs of the office and bring back a proposal for consideration.

### Putnam County Health Department

#### Fiscal Business:

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

Mr. Herman 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.

<b>*42664</b>	<b>125WPCLF</b>	<b>Soil&amp;Environmental Consulting</b>	<b>\$550.00</b>
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Mr. Herman made a motion to approve the following appropriations in Fund 63 (General Fund): \$100,000.00 into E1 Salaries; \$5,000.00 into E5 Service Contracts, \$300.00 into E8 Burial Permits; \$1,400.00 into E10 PERS; \$10,000.00 into E10a Hospital Insurance and \$10,000.00 into E12 Other Expenses, seconded by Mr. Unverferth. Motion carried.

Dr. Brandeberry made a motion to approve the following appropriation in Fund 82 (Solid Waste): \$4.97 into 82WC Workers Comp, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve the following appropriation in Fund 92 (IAP Fund): \$237.37 into 92WC Workers Comp, seconded by Mr. Herman. Motion carried.

Mr. Unverferth made a motion to approve the following appropriation in Fund 96 (Private Water): \$1,800.00 into 96ST Share to State, seconded by Dr. Brandeberry. Motion carried.

Mr. Herman made a motion to approve the following appropriations in Fund 125 (Septic Fund): \$1,500.00 into 125OT Other and \$45,000.00 into 125WPCLF, seconded by Mr. Unverferth. Motion carried.

There were no Transfers.

Mr. Herman made a motion to approve the 3<sup>rd</sup> Quarter Credit Card Report for Putnam County Health Department, seconded by Mr. Unverferth. Motion carried.

Mr. Herman made a motion to approve the 3<sup>rd</sup> Quarter Revenue and Expenditure report, seconded by Mr. Unverferth. Motion carried.

### **Environmental Division Business:**

Ms. Schrader provided the Board of Health with the monthly Environmental Health review and Operation and Maintenance Monthly report. Ms. Schrader reviewed proposed changes for the O&M program.

Dr. Brandeberry made a motion to approve the variance request at 11815 Road 16, Ottawa for a mobile home to be connected to an existing septic system while the new home is being built and new septic system is installed for a period of 12 months, seconded by Mr. Herman. Motion carried.

Ms. Schrader shared the proposed 2022 Food Fees for the second reading. The proposed fees will be shared with the Retail Food Establishments and Food Service Operations prior to the next Board Meeting. The fees will be presented at the November meeting for the third and final reading.

Mr. Unverferth made a motion to approve the posting of a position for Environmental Health Specialist, seconded by Dr. Brandeberry. Motion carried.

### **Nursing Division Business:**

Ms. Recker reviewed the Nursing Report for September and provided a COVID update. Our numbers increased in September and are staying about the same in October. 25%-30% of the recently reported cases are vaccinated.

Ms. Recker shared that staff continue to give COVID vaccines. While there are some first dose COVID vaccines given, many are 3<sup>rd</sup> or booster doses.

Ms. Rieman discussed the modified school quarantine that was implemented this week. Under this modification, school contacts of positive cases are allowed to remain in school if they are masked. Contacts of home or community cases must quarantine at home. In addition, school contacts are not able to participate in extracurricular activities.

Ms. Recker noted that Flu Clinics have been busy this flu season. The Health Department continues to give the vaccine by appointment.

### **Administrative Business:**

Dr. Brandeberry motioned to approve the discontinuation of the FFCRA Covid Personnel Policy, seconded by Mr. Herman. Motion carried.

Ms. Rieman shared the 2022 budget with the Board of Health for their review. This will be presented in November for approval.

Mr. Unverferth made a motion to approve the change in status from 3 days per week to 4 days per week for Abigail Morman, seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry made a motion to approve the posting of a contracted temporary position up to 160 hours to assist with billing through December 31, 2021, seconded by Mr. Herman. Motion carried.

Mr. Herman made a motion to approve the retirement of Joan Kline, seconded by Dr. Brandeberry. Motion carried.



Mr. Herman motioned to approve the recruitment of a part time Public Information Officer, seconded by Mr. Unverferth. Motion carried.

Ms. Rieman shared that the Community Survey for the Community Health Assessment will be starting soon. The calls will be coming from the Center for Marketing and Opinion Research. She encouraged the Board Members to share this information and encourage individuals to participate in the survey if they are called.

Dr. Brandeberry made a motion to approve of providing lunch for Employee Training Day, seconded by Mr. Herman. Motion carried.

Mr. Herman made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 8:03 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