

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
January 12, 2022**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, January 12, 2022, at the Putnam County Health Department Waiting Room with the following members present: Mr. Joe Burkhart, Mr. Matthew Herman, Dr. Kent Brandeberry, Mr. Cory Unverferth and Mr. Kyle Stechschulte. 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.

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

Mr. Herman made the motion to approve the minutes from the December 8, 2021 Board of Health Meeting, seconded by Mr. Burkhart. Motion carried.

Ms. Rieman shared that she is working to plan a Leadership Training for leadership personnel at both Putnam County HomeCare and Hospice and Putnam County Health Department. The training will begin in February, 2022.

Putnam County HomeCare and Hospice

Mr. Stechschulte made a motion to enter into Executive Session for the appointment, employment and compensation of an employee at Putnam County HomeCare and Hospice, seconded by Mr. Herman. Roll call vote: Dr. Brandeberry, yes; Mr. Burkhart, yes; Mr. Unverferth, yes; Mr. Herman, yes; Mr. Stechschulte, yes. The Board entered into Executive Session at 6:02 PM.

The Board of Health entered into regular session at 6:41 PM.

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

There were no Then and Now Purchase Orders.

There were no Appropriation Transfers.

Agency Update

An agency update was included in the board packet. Supervisors briefly reviewed the information from their departments.

Business Meeting

Conflict of Interest Statements and HIPAA Acknowledgement Forms were provided to the Board Members prior to the meeting and were completed, signed and returned to the HR/Business Supervisor.

Mr. Unverferth made a motion to approve the 2021 4th Quarter Credit Card Quarterly Report for Putnam County HomeCare and Hospice, seconded by Mr. Herman. Motion carried.

Mr. Burkhart made a motion to approve the United Way allocation at \$20,000, seconded by Mr. Unverferth. Motion carried.

Information about the Medicare Targeted Probe and Education was provided in the Agency Update.

Ms. Lucas shared that more information regarding the agency's Quality Improvement reports will be shared at the February meeting.

Putnam County Health Department

Fiscal Business:

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

Mr. Burkhart 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.

*43488	E5	Current Office Solutions	\$138.35
*43789	E2a	Sanofi Pasteur	\$2,929.14

There were no Appropriations.

There were no Transfers.

Mr. Unverferth made a motion to approve the 2021 Final Expenditure and Revenue Report, seconded by Dr. Brandeberry. Motion carried.

Environmental Division Business:

Ms. Schrader reviewed the December Environmental Health review that was sent to the Board Members prior to the meeting. In addition to reviewing the information in the report, Ms. Schrader shared that we will receive \$150,000 in WPCLF Funding in 2022.

Mr. Burkhart made a motion to approve the variance request to use the septic tank as a holding tank until the secondary treatment can be installed for the system at 16820 Road I-14, Ottawa provided that the tank is pumped by a registered contractor, seconded by Mr. Herman. Motion carried. The secondary treatment system must be installed within 6 months of the approval of this variance.

Mr. Unverferth made a motion to approve the Operation and Maintenance refund request of Mr. Dave Hunt for \$75.00, seconded by Mr. Herman. Motion carried.

Ms. Schrader noted that the Wildcat Den did not pass their plumbing inspection and are awaiting the Department of Commerce to return for another inspection. Mr. Unverferth made a motion to extend the time to take action until the February Board of Health meeting, seconded by Dr. Brandeberry. Motion carried.

Ms. Schrader noted that the follow up inspection at Pizza Hut showed improvement and that action against their license was not needed at this time.

Following the December Board of Health meeting and the article in the Sentinel, the office received many public information requests regarding restaurant inspection reports. Ms. Schrader reported that the option exists to put inspection reports on our website. Mr. Herman made a motion to begin putting restaurant inspection reports on our website, seconded by Mr. Unverferth. Motion carried. Ms. Schrader noted that her division will work to provide education to the public regarding these reports.

Ms. Schrader noted that she did not have a candidate for the EH position to bring to the Board of Health at this time.

Ms. Schrader will bring the 2021 Environmental Health Program review to the Board next month.

Nursing Division Business:

Ms. Recker reviewed the Nursing Report with the Board of Health. Along with the increase after the Christmas holiday, the increased cases are continuing with 360 cases reported for the week of January 2 – 8, with more cases expected to be added to that count. Ms. Recker shared that when reporting our cases, we look at the onset of the illness.

Ms. Recker noted that the covid vaccination rate for the county increased 2% to 49.81%. The report shared the number of covid boosters given as well as the total number of covid vaccines given. It was reviewed with the Board that much more work needs to be done to catch up on billing for these clinics.

CDC and ODH changed the isolation and quarantine guidance for covid and our office is now following this guidance. Ms. Recker reviewed this updated guidance with the Board of Health.

Due to the high number of cases and the large amount of time working with the schools, Ms. Recker is exploring the need for a School Liaison to help the department and the schools navigate the next two months of potentially high cases in local schools. Dr. Brandeberry motioned to approve the hiring of a School Liaison for up to 15 hours per week through March, seconded by Mr. Unverferth. Motion carried.

Administrative Business:

The proposed 2022-2024 Putnam County Health Department Strategic Plan was shared with the Board of Health. Ms. Schrader noted that there will be a revision to the version presented to the Board as a small assessment needs to be included. Mr. Burkhart made a motion to approve the 2022-2024 Strategic Plan, seconded by Mr. Herman. Motion carried.

Dr. Brandeberry made a motion to appoint Ms. Abigail Morman as the Hearing Screening contact for the Putnam County Health Department, seconded by Mr. Herman. Motion carried.

Mr. Herman made a motion to approve the 2021 4th Quarter Credit Card Quarterly Report for the Putnam County Health Department, seconded by Mr. Unverferth. Motion carried.

Mr. Herman made a motion to approve Ms. Sherri Recker as the HIPAA Security Officer for the Putnam County Health Department, seconded by Mr. Unverferth. Motion carried.

Ms. Rieman shared that she is still working to develop a plan for our Workforce Development Grant that is to be used to build our public health workforce. In addition to trying to improve our HR services at the Health Department, we have a nurse who will begin doing more work in the community once covid demands lessen, and Ms. Morman has been working to assist in billing and added clerical duties. Ms. Rieman also shared that the agency is working with the Council on Aging and the Putnam County EMS to assist older individuals as well as individuals with functional needs in our community with the outcome of individuals being able to stay safely in their home. Ms. Recker shared her excitement about this project. More information for this funding will be presented at the next Board of Health Meeting.

Ms. Rieman thanked the staff, the Commissioners and the Maintenance Department as the flooring project was completed before the new year.


At the February Board of Health meeting, the group will need to discuss the meeting days/times of the Board of Health Meetings beginning March 2022. The next meeting has been rescheduled and will take place on Wednesday, February 9 at 6:00 PM.

Mr. Unverferth made a motion to adjourn, seconded by Mr. Herman. Motion carried. The meeting adjourned at 7:54 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