

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
March 9, 2022

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, March 9, 2022, at the Putnam County Health Department Conference Room with the following members present: Mr. Joe Burkhart, Dr. Kent Brandeberry, Mr. Cory Unverferth and Mr. Matthew Herman. 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, Clinical Supervisor Cathy Lucas, 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 Kim Rieman.

Ms. Rieman shared that Joe Burkhart was sworn in at the Prosecutor's Office earlier that day.

Mr. Herman made a motion to nominate Mr. Kyle Stechschulte to be the President of the Board of Health, seconded by Mr. Burkhart. Motion carried.

Mr. Herman made a motion to nominate Mr. Joe Burkhart to be the Vice President of the Board of Health. Mr. Unverferth seconded the motion. Mr. Burkhart abstained from the vote. Motion carried.

Mr. Unverferth made the motion to approve the minutes from the February 9, 2022 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

Putnam County HomeCare and Hospice

Mr. Herman made a motion to approve the expenditures for February 2022, seconded by Mr. Unverferth. Motion carried.

There were no Then and Now Purchase Orders.

There were no Appropriation Transfers.

Mr. Brandeberry made a motion to approve the preliminary budget for 2023 for Putnam County HomeCare and Hospice. Seconded by Mr. Herman. Motion carried.

Ms. Rieman shared that the agency that is completing the fiscal evaluation for PCHH recently asked for additional information for this review. Information from the report will be shared with the group once it is available. Mr. Herman encouraged staff to reach out to the agency and remind them about the price limit for the project that was set by the Board of Health.

Agency Update

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

In addition to the information shared in the report, Ms. Lucas shared that interviews had been set up for the Hospice Care Coordinator position.

Mr. Herman asked for more information about the status of discussions with Lima Memorial Health System regarding future projects. Ms. Lucas shared that because of the strain of COVID 19 in the hospital, no additional meetings have been held. Mr. Herman encouraged sharing information with the Board of Health as

it becomes available to ensure that any future endeavors are well studied to help ensure success of the agency.

Business Meeting

Mr. Herman made a motion to approve the revised Organizational Chart, seconded by Dr. Brandeberry. Motion carried.

The minutes from the January 28, 2022 Quality Improvement meeting were included in the packet.

Following the February Board Meeting, it was discovered that the Aide Care Coordinator position must be held by a registered nurse. An internal candidate voiced interest in this position. Dr. Brandeberry made a motion to approve the hiring of Kathy Kimmel for the position of Aide Care Coordinator, seconded by Mr. Unverferth. Motion carried.

Dr. Brandeberry made a motion to approve the revised COVID 19 Vaccination Policy, seconded by Mr. Unverferth. Motion carried. The revised section of the policy addresses when vaccine exempted employees are able to be in the office setting without a mask.

The Putnam County HomeCare and Hospice Annual Report was shared with the Board of Health.

Mr. Herman had a question about the financials. Ms. Rieman shared that she will work with Ms. Lammers and get a corrected document back to the Board of Health.

Putnam County Health Department

Fiscal Business:

Mr. Herman made a motion to approve expenditures for February 2022, seconded by Dr. Brandeberry. Motion carried.

There were no Then and Now Purchase Orders.

Mr. Unverferth made a motion to approve the following appropriations (Revenue and Expenditure) in Fund 171(Covid Grants): \$105,000.00 to 171WD; \$75,000 to 171CN; \$80,000 to 171EO and \$6,300 to 171CO and \$2,500 from Fund 125 into 125SU (Supplies) seconded by Mr. Herman. Motion carried.

There were no Transfers.

Dr. Brandeberry made a motion to approve the addition of the following expenditure line items: E28 - Utilities/Maintenance/IT and E29 – Memberships/Dues/CEU's/Training, seconded by Mr. Herman. Motion carried.

Mr. Brandeberry made a motion to approve the preliminary budget for 2023 for Putnam County Health Department, seconded by Mr. Herman. Motion carried.

Environmental Division Business:

Ms. Schrader reviewed the February 2021 Environmental Health and Operation and Maintenance reports that were included in the Board packet.

Ms. Schrader discussed her conversation with Prosecutor Lammers about the enforcement of the Operation and Maintenance Program. The information was included in the EH Review. She encouraged the Board to review the suggestions prior to the next Board Meeting so that could be discussed in greater detail.

Mr. Herman made a motion to approve the variance request for the property located at 15164 Road B to install the septic tank and utilize it as a holding tank until the soil absorption portion of the system is installed, seconded by Mr. Unverferth. Motion carried. The installation must be completed within 6 months and the tank must be pumped when needed.

Mr. Unverferth made a motion to refund the owners of the property listed above \$75.00 as they previously paid for an O&M permit, seconded by Dr. Brandeberry. Motion carried.

Ms. Schrader explained the purpose of the Sewage Appeals Board and explained that the Board must appoint a member to the Board. Mr. Herman made a motion to approve the appointment of Jon Lindsey to the Sewage Appeals Board, seconded by Mr. Unverferth. Motion carried.

Mr. Herman made a motion for food facilities to be closed if their food license application and fee are not received by the Health Department by March 18, seconded by Mr. Unverferth. Motion carried.

Ms. Schrader shared information about concerns raised about our plan to post food facility inspection results on our website. Environmental Health staff are working on the implementation of this project.

Nursing Division Business:

The Nursing Board Report was sent to Board Members prior to the meeting. Ms. Rieman highlighted items in the report.

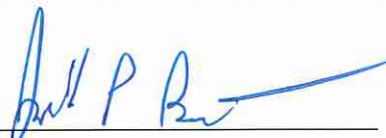
Administrative Business:

Ms. Rieman also shared that the Community Health Assessment process is nearing completion with hopes of having the report ready for public comment in April.


Ms. Rieman presented the Putnam County Health Department's 2021 Annual Report.

Mr. Herman made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 8:02 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

**PUTNAM COUNTY BOARD OF HEALTH
SPECIAL MEETING SUMMARY
March 25, 2022**

A Special Meeting of the Putnam County Board of Health was held Friday, March 25, 2022, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Mr. Joe Burkhart, Dr. Kent Brandeberry and Mr. Kyle Stechschulte. Present from the Putnam County Health District were: Health Commissioner and Director of Putnam County HomeCare and Hospice Kim Rieman, Clinical Supervisor Cathy Lucas, Business/HR Supervisor Jodie Lammers and Therapy Supervisor Stacy Alt. Staff from Putnam County HomeCare and Hospice were in attendance.

The meeting was called to order at 3:00 PM by Kyle Stechschulte.

Putnam County HomeCare and Hospice

Mr. Stechschulte made a motion to go into Executive Session to discuss complaints made about public employees at Putnam County HomeCare and Hospice. Mr. Burkhart seconded the motion. Roll call vote: Mr. Burkhart, yes; Dr. Brandeberry, yes; Mr. Stechshulte, yes. The Board entered into Executive Session at 3:02 PM.

The Board of Health entered back into Regular Session at 3:53 PM.

Mr. Burkhart made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 3:53 PM.

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