

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
April 13, 2022**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, April 13, 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. 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, Clinical Supervisor Cathy Lucas, HR and Business Supervisor Jodie Lammers and Therapy Supervisor Stacy Alt. Mr. Jamie Dixon was also present at the meeting.

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

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

Mr. Burkhart made the motion to approve the minutes from the March 25, 2022 Special Meeting for the Board of Health, seconded by Dr. Brandeberry. Motion carried.

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

Jamie Dixon from Gilmore, Jason, Mahler, LTD presented the findings of the financial study he was asked to perform for the agency. He encouraged the Board and agency leaders to review Home Health referrals for the possibility of outliers and adjust skilled nursing staffing to respond to decrease patient load. Mr. Dixon shared that he would make himself available for questions from Board of Health members and leadership staff.

Mr. Unverferth made a motion to approve the expenditures for March 2022, seconded by Dr. Brandeberry. Motion carried.

There were no Then and Now Purchase Orders.

There were no Appropriation Transfers.

Included in the Board of Health packet was the 1<sup>st</sup> Quarter 2022 Profit and Loss Report as well as the March Financial Report. Ms. Lammers offered to answer questions about the reports.

Dr. Brandeberry made a motion to approve the 1<sup>st</sup> Quarter Credit Card report for Putnam County HomeCare and Hospice, seconded by Mr. Burkhart. Motion carried.

### **Agency Update**

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

### **Business Meeting**

Ms. Lucas report that at this time, Lima Memorial Health System would like to continue their partnership with Putnam County HomeCare and Hospice as it currently stands. Our agency will continue to coordinate in-patient hospice services for the Health System.

The 1<sup>st</sup> quarter 2022 Quality Improvement report was included in the packet. Ms. Lucas reviewed the report and highlighted several processes and the progress in those areas.

The 1<sup>st</sup> Quarter Marketing report was also included in the Board of Health packet. Attention is being focused on our Hospice program in hopes of increasing referrals.

## Putnam County Health Department

### Fiscal Business:

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

There were no Then and Now Purchase Orders.

Mr. Burkhart made a motion to approve the following appropriation in Fund 63 Health: \$10,000.00 to E2a (Medical Supplies). The motion was seconded by Dr. Brandeberry. Motion carried.

There were no Transfers.

Ms. Schrader and Ms. Rieman reviewed revenue and expenditure outliers for the first quarter of 2022. Dr. Brandeberry made a motion to approve the 1<sup>st</sup> Quarter 2022 Revenue and Expense report, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve the 1<sup>st</sup> Quarter Credit Card report for Putnam County Health Department, seconded by Mr. Burkhart. Motion carried.

### Environmental Division Business:

Ms. Schrader reviewed the March 2021 Environmental Health and Operation and Maintenance reports that were included in the Board packet. In addition, she noted that the agency will receive \$150,000 in WPCLF funds for 2022. The contract is currently at the Prosecutor's Office for approval.

Mr. Unverferth motioned to approve the refund of \$75.00 for the Operational Permit for the owner of property at 13492 Road R, Columbus Grove. Mr. Burkart seconded the motion. Motion carried.

Ms. Schrader shared that all food establishments have paid their fees and are currently licensed for 2022.

Ms. Schrader explained the 2021 Food Program Review. One concern in 2021 was the high turnover in employees in food establishments. This results in longer inspections to assist in training staff and a higher number of violations.

At the March Board of Health meeting, Ms. Schrader discussed the anticipated enforcement issues she predicts with the Operation and Maintenance Program. She and other Environmental Health staff will be doing a Quality Improvement project in hopes of lessening the need for enforcement. Information will be provided at upcoming meetings.

Ms. Schrader explained that our agency will receive money from ODH to offset the decreases in the food program that occurred because of the decrease in time spent in the food program because of COVID response.

**Nursing Division Business:**

Ms. Recker prepared the Nursing Board Report and it was shared with members prior to the meeting. Ms. Rieman highlighted items in the report. In March, only 16 cases of COVID were reported. Vaccination efforts continue and there has been an increase with the 2<sup>nd</sup> booster recommendation.

The Community Health Assessment is almost ready for public comment. It will be released for public comment soon and then will formally be released in May.

Ms. Rieman shared that a Community Outreach Worker has been hired at the Council on Aging. This project is being funded by our Public Health Workforce Grant and its purpose is to address issues brought upon by the COVID pandemic. It is the goal of this program to keep individuals with access and functional needs safe in their home and link them to needed resources.

**Administrative Business:**

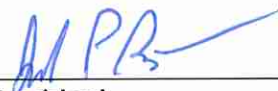
Ms. Schrader noted that information from the External Assessment has been added to the 2022-2024 Strategic Plan. In addition, the workplan showing the tasks completed in the first quarter of 2022 was shared with the Board of Health.

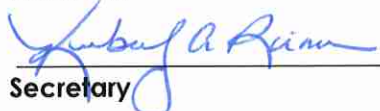
Ms. Rieman explained that the Wellness Committee has resumed its activities from a two-year break during the pandemic. In reviewing the Wellness Policy and Procedure, the group was reminded that it needed to go to the Board of Health for approval of the amount to be spent on wellness activities. In addition, a staff survey noted that a paid day off was noted to be a popular idea for an incentive for staff who participated in and successfully completed all challenges/activities developed by the Wellness Committee. Mr. Unverferth made a motion to approve a budget of \$3,500.00 for wellness activities in 2022 and a paid wellness day off for staff who successfully complete all wellness activities/challenges in 2022, seconded by Dr. Brandeberry. Motion carried.

Continuing Education - Ms. Rieman shared information about legislation and lobbying/advocacy as well as House Bill 463. In this bill, the Board of County Commissioners, not the District Advisory Council, would appoint members to the Board of Health. In addition, the make up of the board would not include 4 at-large members but instead would include a physician, a county commissioner representative, a township trustee representative, a municipal corporation representative and a school district representative. In addition to the Association of Ohio Health Commissioners begin against this bill, the Ohio Township Association is also not in favor of this legislation.

Mr. Burkhart made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 7:44 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