

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
May 11, 2022**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, May 11, 2022, at the Putnam County Health Department Conference Room with the following members present: Mr. Joe Burkhart, 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, Director of Nursing Sherri Recker, Clinical Supervisor Cathy Lucas, HR and Business Supervisor Jodie Lammers and Therapy Supervisor Stacy Alt.

The meeting was called to order at 5:02 PM by Joe Burkhart.

Mr. Unverferth made the motion to approve the minutes from the April 13, 2022 Board of Health Meeting, seconded by Mr. Burkhart. Motion carried.

Putnam County HomeCare and Hospice

Mr. Unverferth made a motion to approve the expenditures for April 2022, 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. Ms. Lammers reviewed the information within the report.

Business Meeting

Ms. Rieman reported that a plan has been developed to work to update the Palliative billing and that progress has been made. More information will be shared at the next meeting. In addition, Ms. Lammers ran reports to determine the patients seen by the nurses (RN's and CNP's). Ms. Lucas will work to increase the number of patients seen by our nursing staff. More information will be provided at the next Board Meeting.

Putnam County Health Department

Fiscal Business:

Mr. Unverferth made a motion to approve expenditures for April 2022, seconded by Mr. Herman. 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.

*43498	171CR	Treasurer, State of Ohio	\$6,297.22
*43496	171WD	P.C. Council on Aging	\$43,000.00

Mr. Herman made a motion to approve the following appropriation in Fund 63 Health: \$2,000.00 to E3 (Equipment); and in Fund 67 Food Service: \$15,000.00 to 67 OT (Other). The motion was seconded by Mr. Herman. Motion carried.

There were no Transfers.

Mr. Unverferth made a motion to establish the MRC Grant Fund (Fund 93) and the following line items in the fund: 93GR (Revenue) and 93EX (Expenditures), seconded by Mr. Herman. Motion carried.

Mr. Herman made a motion to approve the following appropriation in Fund 93 MRC Grant: \$25,000 93GR (Revenue) and \$25,000 EX (Expenditure). The motion was seconded by Mr. Unverferth. Motion carried.

Environmental Division Business:

Ms. Schrader reviewed the April 2022 Environmental Health and Operation and Maintenance reports that were included in the Board packet. She noted that we have received our first formal complaint against the Operation and Maintenance program. This complaint has been forwarded to the Prosecutor.

Mr. Herman made a motion to approve the private water variance requests on the properties located at 7831 Road X, Leipsic and 16114 Road 13, Columbus Grove to reinstate previously issues permits that had expired. The motion was seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth motioned to refund Pay.Gov of the cost of a water sample \$140.00, seconded by Mr. Herman. Motion carried. In this situation, the owner paid for the service by credit card, then cancelled the testing.

Nursing Division Business:

The Nursing Board Report was shared with members prior to the meeting. Ms. Recker highlighted items in the report including the quarterly immunization report as well as COVID case and vaccination update.

Ms. Recker also reviewed the Putnam County COVID-19 Vaccine Data Comparison to 6-Pact + Region that was compiled by our regional epidemiologist.

The Community Health Assessment is complete and results will be shared with the community on Thursday, May 12. Ms. Recker shared some highlights from the community survey. Additional information about the findings will be shared at an upcoming meeting.

Administrative Business:

The Quality Improvement Plan was sent to the Board of Health prior to the meeting. Mr. Herman made a motion to approve the Quality Improvement Plan, seconded by Mr. Unverferth. Motion carried.

Ms. Rieman shared that one measure in our PHAB reaccreditation is to adopt policies that would enhance work-life balance. The leadership team asked the Board of Health to approve a trial of a flexible work schedule to include 4 – 10 hour days for interested full time staff. Mr. Herman motioned to approve the trial of 4-10 hour days, seconded by Mr. Unverferth. Motion carried. This trial will begin the week of June 6 through September 2, 2022. Mr. Unverferth encouraged leadership staff to revise the paid time off policy.

Mr. Herman made a motion to approve the job description for the position of Community Emergency Preparedness Coordinator, seconded by Mr. Unverferth. Motion carried. This position will be filled by Angela Recker.

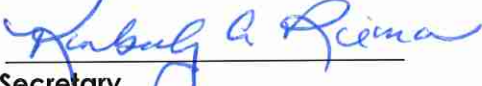
Mr. Unverferth made a motion to approve the revised PHSCO Emergency Planner Contract, seconded by Mr. Herman. Motion carried.

Mr. Unverferth made a motion to adjourn, seconded by Mr. Herman. Motion carried. The meeting adjourned at 5:50 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