

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
September 19, 2022**

The regular monthly meeting of the Putnam County Board of Health was held Monday, September 19, 2022, at the Putnam County Health Department Conference Room with the following members present: Mr. Kyle Stechschulte, Mr. Joe Burkhart, Mr. Cory Unverferth and Dr. Kent Brandeberry. 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, Business Supervisor Jodie Lammers and Therapy Supervisor Stacy Alt.

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

Dr. Brandeberry made the motion to approve the minutes from the August 10, 2022 Board of Health Meeting, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made the motion to approve the minutes from the August 24, 2022 Special Board of Health Meeting, with the correction of the meeting being called to order at 4:30 PM, seconded by Dr. Brandeberry. Motion carried.

**Putnam County HomeCare and Hospice**

Mr. Unverferth made a motion to approve the expenditures for August 2022, seconded by Mr. Burkhart. 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. Alt reviewed the information within the report.

**Business Meeting**

Ms. Lucas shared that she is working with McKesson and Adapt Health to be able to have home health nurses order wound supplies to be delivered to the patients home and then billed to their insurance. This change may result in a decrease in our supply costs.

There were no additional items for the business meeting. Ms. Rieman shared that the quarterly financials, as well as other reports for the 3<sup>rd</sup> quarter will be shared at the October Meeting.

**Putnam County Health Department**

**Fiscal Business:**

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

<b>*44280</b>	<b>E3</b>	<b>EK Computer</b>	<b>\$7,410.00</b>
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Mr. Unverferth made a motion to approve the following appropriations in Fund 63, General: \$3,000.00 and \$7,410.00 to E3 (Equipment); \$25,000 to E5 (Contracts) and \$2,000 to E7 (Travel and Expenses). In Fund 67, Food Service: \$5,000.00 to 67 OT (Other); and in Fund 94 (Pool): \$100.00 to 94PERS (PERS). The motion was seconded by Dr. Brandeberry. Motion carried.

There were no Transfers.

### **Environmental Division Business:**

Ms. Schrader reviewed the August 2022 Environmental Health and Operation and Maintenance reports that were included in the Board packet.

Included in the packets were proposed 2023 EH Fees. Ms. Schrader presented this information for the first reading. It is a mandate in law that Food Cost Methodology must be completed every year. At this time, no changes in fees are being recommended for the other programs. The fees will be brought forward for a 2<sup>nd</sup> reading in October.

Ms. Schrader reported to the Board of Health that none of the three food establishments have met the requirements as directed by the Board of Health in August. Mr. Stechschulte made a motion to direct the three businesses to have the requirements completed by the October 12, 2022 Board of Health Meeting, seconded by Mr. Burkhart. Motion carried. If the establishment has not completed the required work, they must appear at the October Board of Health Meeting to address their failure to comply.

Mr. Unverferth motioned to approve a refund request from Chad Lambert for the \$150.00 site evaluation fee, seconded by Dr. Brandeberry. Motion carried.

Mr. Stechschulte made a motion to approve the variance request for the property located at 18010 Rd I-17, Cloverdale for all wastewater from the motor home at that address to go into the existing septic tank during the summer months when the motor home is at that property. This variance is valid for 5 years provided the property come into the Operation and Maintenance Program and the tank is pumped. If any issues arise with the system, this variance is void. The motion was seconded by Mr. Burkhart. Motion carried.

Mr. Unverferth made a motion to increase the hours of Abigail Greve for a temporary basis to assist the department in preparing for two groups of properties to come into the Operation and Maintenance program or renew their permit. The motion was seconded by Dr. Brandeberry. Motion carried. This increase in hours will expire on December 31, 2022.

### **Nursing Division Business:**

The Nursing Board Report was shared with members prior to the meeting. Ms. Recker highlighted information in the report.

Mr. Unverferth made a motion to approve the revised HIPAA Policy shared with the Board prior to the meeting. The motion was seconded by Dr. Brandeberry. Motion carried.

Ms. Recker reviewed recommended changes in the agency's immunization policies. Mr. Stechschulte made a motion to approve the revisions recommended by Ms. Recker, seconded by Mr. Burkhardt. Motion carried.

The CHIP (Community Health Improvement Plan) workgroups have been meeting to develop the 2023-2026 Putnam County Community Health Improvement Plan. Ms. Recker explained that two of the priority areas are working to include a marketing campaign into their plans. Several agencies will be contributing to this campaign. The Board of Health expressed support of this project and asked that a requested amount be brought to the October or November Board of Health meeting so that it can be included in the 2023 budget.

### **Administrative Business:**

Mr. Burkhardt made a motion to approve Out of State travel for Allison Rosebrock and Angela Recker to Maine for a Matter of Balance Train the Trainer program, seconded by Mr. Unverferth. Motion carried. The training will be paid for by a MRC (Medical Reserve Corp) grant obtained by the Health Department.

Mr. Burkhardt made a motion to approve the suggested revisions to the travel policy, seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman shared that she reviewed the language that will appear on the ballot for the Health Levy. This levy is a renewal of our .5 mil levy.


Ms. Rieman shared that our existing MOU with the Putnam County Council on Aging for Rides to Community Immunity will be extended through December 31, 2022.

Mr. Stechschulte ask the staff to consider having devices at the meeting where Board Members can review the materials sent to them instead of having paper copies. Several ideas were discussed of how to put this into practice.

Mr. Unverferth mentioned that a new electronic sign outside of our building may be a good addition if funds were available for this purchase. The sign could highlight vaccination information and other health department related topics. PCHD staff noted that they will look into this suggestion.

Mr. Burkart made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 7:18 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