

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

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, October 12, 2022, at the Putnam County Health Department Conference Room with the following members present: Mr. Kyle Stechschulte, Mr. Joe Burkhart, Mr. Cory Unverferth and Mr. Matthew Herman. Present from the Putnam County Health District were: Director of Environmental Health, Brandi Schrader, Director of Nursing, Sheirri Recker, Clinical Supervisor, Cathy Lucas, Business Supervisor, Jodie Lammers and Therapy Supervisor, Stacy Alt. Medical Director, Dr. Jacinta Eickholt was in attendance.

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

Mr. Unverferth made the motion to approve the minutes from the September 19, 2022, Board of Health Meeting, seconded by Mr. Burkhart. Motion carried.

November and December meeting dates were discussed. They will remain as scheduled on November 9, 2022 and December 14, 2022.

Putnam County HomeCare and Hospice

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

There were no Then and Now Purchase Orders.

There were no appropriation transfers.

Mr. Herman made a motion, seconded by Mr. Burkhart, to approve the PCHH 3rd Quarter Credit Card Report.

The Board reviewed the 3rd Quarter Financials as presented. A discussion followed how to make the agency profitable.

Agency Update

An agency update was included in the board packet. Ms. Lammers reviewed the information within the report.

Business Meeting

Ms. Lucas shared a summary from the October 6, 2022 Quality Improvement meeting was included in the packet.

Ms. Lammers shared the Marketing Report that was completed by Ms. Dana Schnipke.

A revised Dress Code Policy, Section 6.03, was presented to the Board. After a brief discussion, Mr. Herman made a motion to approve the revised Dress Code Policy, seconded by Mr. Burkhart. Motion carried.

Adjustment to aide starting wage was discussed. The Board decided to wait until a table with structure is presented.

There were no additional items for the business meeting.

Putnam County Health Department

Fiscal Business:

Mr. Unverferth made a motion to approve expenditures for September 2022, seconded by Mr. Burkhart. 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.

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Mr. Burkhart made a motion to approve the following appropriations in Fund 63, General: \$25,000.00 to E3 (Equipment); \$17,500 to E12 (Other). In Fund 67, Food Service: \$7,500.00 to 67 OT (Other); \$350.00 to 67ST (Share to State); \$3,000 to 67SU (Supplies); in Fund 96 (Water): \$1500.00 to 96FE (Tests); and in Fund 125 (Sewage): \$15,000 to 125SA (Salaries); \$2,100 to 125PERS (PERS) and \$250.00 to 125IN (Insurance). The motion was seconded by Mr. Herman. Motion carried.

There were no Transfers.

Mr. Herman made a motion to approve the establishment of the Marketing/Wellness Line Item in the 63 General Fund. The motion was seconded by Mr. Unverferth. Motion carried.

Mr. Herman made a motion to approved the 3rd Quarter Credit Card Report. The motion was seconded by Mr. Burkart. Motion carried.

The Board reviewed the 3rd Quarter Financials as presented.

Environmental Division Business:

Ms. Schrader reviewed the September 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 second reading. The public hearing was held on October 12, 2022, at 9:00am. Ms. Schrader was the only person present.

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 September. All three facilities were present at the meeting. Mr. Herman made a motion to direct the three businesses to have the requirements completed by the November 9, 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.

Nursing Division Business:

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

Administrative Business:

The board reviewed the 3rd quarter update of the Strategic Plan Action Plan.

Mr. Burkhardt made a motion to approve the contract with Natural Design and Graphics pending approval from Prosecutor Lammers, seconded by Mr. Unverferth. Motion carried.

Mr. Herman made a motion to approve the Wellness Policy. Mr. Unverferth seconded the motion. Motion carried.

Mr. Herman made a motion to approve the 2023 Wellness Budget of \$3,500.00. Mr. Unverferth seconded the motion. Motion carried.

Mr. Burkhardt made a motion to approve the hiring of Ms. Brenda Hermiller as the Fiscal Grant Human Resource Specialist beginning October 31, 2022. Mr. Unverferth seconded the motion. Motion carried.

Ms. Schrader and Ms. Recker shared with the board possible changes to the grants received by PCHD. Currently PCHD is waiting on guidance from ODH.

Ms. Schrader and Ms. Recker shared the proposed 2023 budget with the board.

Mr. Burkhardt made a motion to adjourn, seconded by Mr. Herman. Motion carried. The meeting adjourned at 7:34 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

