

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
November 9, 2022**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, November 9, 2022, at the Putnam County Health Department Conference Room with the following members present: Mr. Joe Burkhart, Mr. Cory Unverferth, Dr. Kent Brandeberry 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, Business Supervisor, Jodie Lammers and Therapy Supervisor, Stacy Alt and Medical Director, Dr. Jacinta Eickholt. Commissioner John Schlumbohm was also in attendance.

The meeting was called to order at 6:00 PM by Joe Burkhart.

Mr. Herman made the motion to approve the minutes from the October 12, 2022, Board of Health Meeting, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve the 2023 Sale of Property Resolution, seconded by Mr. Herman. Motion carried.

Dr. Brandeberry made a motion to approve the 2023 OPERS Conversion for vacation leave, seconded by Mr. Herman. Motion carried.

**Putnam County HomeCare and Hospice**

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

There were no Then and Now Purchase Orders.

Mr. Unverferth made a motion to appropriate \$7,000 from Home Health (Fund 66) TRN to 66 TEL and \$3,000 from 66 TRN to 66 LG, seconded by Dr. Brandeberry. Motion carried.

**Agency Update**

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

**Business Meeting**

Mr. Unverferth motioned to approve the Therapy Contract with PT Services, seconded by Dr. Brandeberry. Motion carried. The contract does not cost PCHH if services are not requested.

Mr. Herman made a motion to approve the bylaws and the mission statement for the Board of Health with the correction to reflect the proper meeting schedule, seconded by Mr. Unverferth. Motion carried.

Mr. Herman made a motion to increase the starting wage of incoming aides to a minimum of \$15.00 per hour and adopt the starting wage for aides who come to the agency to reflect years of experience. Mr. Unverferth seconded the motion and the motion passed unanimously.

Mr. Herman made a motion to approve the purchase of \$50.00 gift cards as a Christmas gift for all PCHH staff that can be used in Putnam and Allen County, seconded by Mr. Unverferth. Motion carried.

Mr. Burkhart motioned to approve the Putnam County HomeCare and Hospice 2023 Budget, seconded by Dr. Brandeberry. Motion carried.

Mr. Herman made a motion for a \$1.00 per hour pay increase for PCHH employees for 2023, seconded by Dr. Brandeberry. Motion carried.

The Board of Health discussed the decrease in the bottom line for the agency and factors that are associated with this decrease. It was determined that the agency may benefit from an evaluation from a consultant who can look at the workings of the entire agency to increase revenue and decrease expenditures. Ms. Lammers will reach out to Jamie Dixon for recommendations of who can provide this service.

**Putnam County Health Department**

**Fiscal Business:**

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

Dr. Brandeberry 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>*44289</b>	<b>125SU</b>	<b>Blanket-Supplies</b>	<b>\$2,500.00</b>
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Mr. Unverferth made a motion to approve the following appropriations in Fund 125, Sewage Fund: \$2,500.00 to 125 SU (Supplies); \$500.00 to 125ST (Share to State) and \$500.00 to 125TR (Travel). The motion was seconded by Mr. Herman. Motion carried.

There were no Transfers.

Mr. Unverferth made a motion to approve the vaccine refund request of J. Schroeder for the amount of \$35.00, seconded by Mr. Herman. Motion carried.

**Environmental Division Business:**

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

Ms. Schrader presented the proposed 2023 EH fees for the 3<sup>rd</sup> reading and reported that there were no changes from the first reading. Mr. Herman made a motion to accept and approve the 2023 Environmental Health Fees, seconded by Dr. Brandeberry. Motion carried.

Ms. Schrader shared with the Board of Health that work has not been completed at the Fillin Station and the facility remains out of compliance. Mr. Aquirre was not present at the meeting. Mr. Herman made a motion to suspend food preparation at this establishment until the work is completed and there is an inspection, seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry made a motion to approve the hiring of Lori Trame as an Environmental Health Specialist in Training at the rate of \$21.00 per hour, seconded by Mr. Unverferth. Motion carried.

Ms. Schrader announced that Dainna Raye, REHS resigned her position since our last Board of Health meeting and asked the Board for permission to hire another EH Specialist. Mr. Unverferth motioned to approve the recruitment of a EH Specialist, seconded by Dr. Brandeberry. Motion carried.

### **Nursing Division Business:**

The Nursing Board Report was shared with members prior to the meeting. Ms. Recker highlighted information in the report. As a follow-up to last month's meeting, Ms. Recker compiled and shared with the Board information about the deliverable-based Get Vaccinated Grant as well as revenue generated with immunizations given by the department.

### **Administrative Business:**

Mr. Unverferth made a motion to approve the contract with Dr. Jacinta Eickholt for Medical Director services for the Putnam County Health Department, seconded by Dr. Brandeberry. Motion carried.

The revised Putnam County Communication Plan was sent to the Board of Health prior to the meeting. Mr. Unverferth made a motion to approve the Communication Plan, seconded by Dr. Brandeberry. Motion carried.

The Workforce Development Plan was also sent to the Board prior to the Board of Health meeting for review. Dr. Brandeberry made a motion to approve the Putnam County Health Department Workforce Development Plan, seconded by Mr. Unverferth. Motion carried.

The Health Department will be entering into a contract with Henry County Health Department for epidemiological services. Ms. Rieman shared a contract with Prosecutor Gary Lammers who approved of the contract. Dr. Brandeberry motioned to approve entering into a contract with Henry County Health Department, seconded by Mr. Herman. Motion carried.

The 2023 proposed budget was sent to the Board Members prior to the meeting. Mr. Herman made a motion to approve the Putnam County Health Department 2023 budget, seconded by Dr. Brandeberry. Motion carried.

Mr. Unverferth made a motion to approve the purchase of \$50.00 gift cards as a Christmas gift for all PCHD staff as well as the request for the yearly Christmas Party/Employee Recognition Luncheon, seconded by Dr. Brandeberry. Motion carried.

The Public Health Workforce Development Grant was awarded to local health departments in an effort to retain employees in local and state public health agencies. With this grant, the option of giving a one time bonus to employees is an option for the use of this money. Dr. Brandeberry made a motion to approve the distribution of bonuses as outlined in grant guidance, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth approved the extension of comp time above the minimum amount of hours into 2023 for Allison Rosebrock, seconded by Dr. Brandeberry. Motion carried.

There was a discussion about wages for PCHD Staff. The decision for wage adjustments for the Health Department staff was tabled until the next meeting. At that meeting, potential wage scales will be brought for consideration.


Ms. Rieman reviewed a document that Ms. Schrader put together highlighting additive income as well as money not spent on deliverables for our deliverable based grants. PCHD Staff is awaiting guidance from the Ohio Department of Health. Mr. Herman asked that the sewage fund and food fund be looked at closely in 2023.

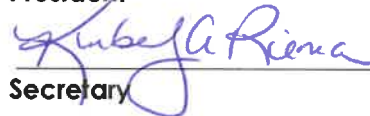
Ms. Rieman shared that the milage reimbursement rate is higher than the 52 cents per mile that is being issued to our staff. Mr. Burkhart will check to see the reimbursement rate for the county. A decision was tabled until the next meeting.

Ms. Rieman shared with the Board of Health that employees were interested in establishing a Sick Time Donation policy. Allen County Public Health is one example of an agency that has adopted such a policy. The Board agreed that this is something that can be discussed at upcoming meetings. Ms. Rieman will reach out to local health departments that have such a policy for guidance in establishing a policy for review by the Board.

Mr. Unverferth made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 9:05 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.**

  
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President

  
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Secretary