

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
December 14, 2022**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, December 14, 2022, at the Putnam County Health Department Conference Room with the following members present: Mr. Joe Burkhart, Mr. Cory Unverferth, Mr. Kyle Stechschulte 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, Business Supervisor, Jodie Lammers and Therapy Supervisor, Stacy Alt. Commissioner John Schlumbohm was also in attendance.

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

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

Mr. Burkhart made the motion to approve the minutes from the November 21, 2022 Special Board of Health Meeting, seconded by Mr. Herman. Motion carried.

Mr. Unverferth made a motion to approve the 2023 contract for Kim Rieman, Health Commissioner of the Putnam County Health District, seconded by Mr. Herman. Motion carried.

Putnam County HomeCare and Hospice

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

There were no Then and Now Purchase Orders.

Mr. Unverferth made a motion to appropriate \$13,139.04 into 152 TR (Covid-Transfer Out) and transfer \$8,314.50 from 152CR (Covid Relief-Transfer Out) into 66 TI (Home Health Transfer In); \$4,724.54 from 152 CR (Covid Relief into 101 TI (Hospice-Transfer In) and \$100.00 from 152 CR (Covid Relief-Transfer Out into 116 TRN (Palliative Care-Transfer In); and transfer within 66 (Home Health) \$7,000.00 from 66FR into 66 ADV. The motion was seconded by Mr. Burkhart. Motion carried.

Agency Update

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

Business Meeting

An agreement with McBee Associates was sent to the Board of Health prior to the meeting for review. Ms. Lammers shared that this is the group that was suggested by Jamie Dixon to provide a Clinical and Financial assessment of the agency and that Prosecutor Gary Lammers reviewed and approved of the information contained in the agreement. Mr. Herman made a motion to enter into the agreement with McBee Associates for an amount not to exceed \$50,000.00. The motion was seconded by Mr. Unverferth. Motion carried.

Putnam County Health Department

Fiscal Business:

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

*44548	171WD	Defiance County General Health District	\$ 5,997.96
*44552	125OT	Blanket – Other Expenses	\$ 500.00
*43477	171EO	Henry County Health Department	\$ 2,450.00
*44287	125WPCLF	Fischer Plumbing & Heating	\$38,710.00

Mr. Herman made a motion to approve the following appropriations in Fund 125, Sewage Fund: \$500.00 to 125 OT (Other). The motion was seconded by Mr. Unverferth. Motion carried.

There were no Transfers.

The 2023 Putnam County Health Department budget was approved at the November 2022 Board of Health Meeting. A resolution noting this approval was circulated for Board Member signatures.

Environmental Division Business:

Ms. Schrader reviewed the November 2022 Environmental Health and Operation and Maintenance reports that were included in the Board packet. Ms. Schrader provided an update on the food establishments who had undergone enforcement at the November Board of Health Meeting. In addition she shared the status of the ODH Food Survey that began on Monday, December 12.

Mr. Unverferth made a motion to approve a flexible work schedule for Abigail Greve to pick up extra hours on Wednesdays to assist during the transitions taking place in the Environmental Health Division. The motion was seconded by Mr. Burkhart. Motion carried.

Ms. Schrader gave the Board of Health notice of a potential variance request from a homeowner in Vaughnsville that may be coming to the January 2023 meeting.

Nursing Division Business:

Ms. Recker reviewed the Nursing Program Report with the Board of Health. Ms. Recker noted that COVID cases for November trended downward. Also with COVID, bivalent boosters were approved for 6 months through 4 years of age. Our department will be working with other local health departments to share that vaccine.

Ms. Recker shared that the Community Health Improvement Plan 2023-2025 will be released on December 15. More information about the contents of the CHIP will be shared at future meetings.

The Wood County Health Department has asked Ms. Recker to administer Grief Recovery Method with their staff. Wood County Health Department will pay for travel and time for administration of the program.

Administrative Business:

Ms. Rieman shared that in reviewing expenses for out of state travel to Maine for two health department employees, the proper paperwork was not completed and signed by the supervisor prior to travel. This Board did approve the out of state travel in their September 2022 Board of Health Meeting. Ms. Rieman noted that the importance of filling out the proper paperwork prior to travel will be reviewed at the December Staff Meeting. Mr. Herman made a motion to note that the travel was board approved and the expenses were allowable and agreed that education should be provided to the staff, seconded by Mr. Unverferth. Motion carried.

The Board of Health packet included a document highlighting the Classification of pay ranges, the 2023 pay range schedule and 2023 proposed pay rates for employees. Ms. Rieman noted that since the last meeting, the leadership committee obtained neighboring local health department's pay scales and ranges and revised ours so that we can better attract new employees and retain our current employees. Mr. Unverferth made a motion to approve the PCHD Wage Scales and 2023 Wages, seconded by Mr. Burkhart. Motion carried.

Mr. Herman approved to terminate the contract with Putnam County Council on Aging for the Aging in Place program, seconded by Mr. Unverferth. Motion carried.


Mr. Unverferth made a motion to approve the Family Medical Leave Act request for Abigail Morman for the remainder of her 12 week maternity leave, seconded by Mr. Burkhart. Motion carried.

Ms. Rieman reminded Board of Health Members of the need to complete the requirement of Board of Health Continuing Education.

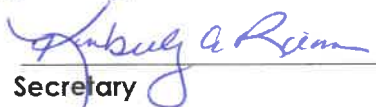
Ms. Rieman thanked Brenda Hermiller and Brandi Schrader for their time with the Putnam County Health Department.

Mr. Burkhart made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 7:06 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.



President



Secretary