

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
January 11, 2023**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, January 11, 2023, at the Putnam County Health Department Conference Room with the following members present: Mr. Joe Burkhart, Mr. Cory Unverferth, Mr. Kyle Stechschulte 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; Business Supervisor, Jodie Lammers; Clinical Supervisor Cathy Lucas; Therapy Supervisor, Stacy Alt and Medical Director Dr. Jacinta Eickholt.

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

Mr. Burkhart made the motion to approve the minutes from the December 14, 2022 Board of Health Meeting, seconded by Mr. Unverferth. Motion carried.

Putnam County Health Department

Fiscal Business:

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

Mr. Unverferth made a motion, seconded by Mr. Burkhart 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.

*44570	E2	Approved Images	\$ 168.00
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Mr. Unverferth made a motion to approve the establishment of expense line item E31 – Additive Income, seconded by Dr. Brandeberry. Motion carried.

Mr. Unverferth made a motion to approve the following appropriations:

- In Fund 63, General Health: \$4,000.00 to E20 (Get Vaccinated); \$34,000.00 to E21 (PHEP); \$15,000 to E28 (Utilities Maintenance, IT); \$5,000 to E29 (Membership Dues, CEUs, Training); \$10,000 to E30(Marketing Wellness) and \$400,000.00 to E31 (Additive Income).
- In Fund 67, Food Service Fund: \$4,000.00 into 67SU (Supplies)
- In Fund 93, MRC: \$17,000.00 into 93GR (Grant Revenue) and \$17,000 into 93EX (Expense)
- In Fund 94, Pool Fund: \$50.00 into 94OT (Other) and \$55.00 into 94ST (Share to State)
- In Fund 125, Septic: \$2,500.00 into 125SU (Supplies)
- In Fund 171, Covid: \$100,000.00 into 171 EO (Enhanced Operations)

The motion was seconded by Dr. Brandeberry. Motion carried.

There were no Transfers.

The 2022 Year end Revenue and Expenditure Report was included in the packet and reviewed by Ms. Riemann. Ms. Schrader gave the board some insight of things to watch for fiscally with the Environmental Division programs. Mr. Burkhardt made a motion to approve the report, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve the 4th Quarter Credit Card Report for PCHD, seconded by Dr. Brandeberry. Motion carried.

Environmental Division Business:

Ms. Schrader reviewed the December 2022 Environmental Health and Operation and Maintenance Reports that were included in the Board packet. The Operation and Maintenance program year one renewals are going very well. Those who did not return their renewals were more likely to be individuals who purchased the property within the last 5 years and were not aware of the program. She also reviewed the program report that includes permits and licenses issued and site evaluations completed in 2022.

Ms. Schrader noted that the property owner at 14814 Road 5-N had a well installed without permits being issued. In addition the homeowner did not use a registered contractor. Section 3701-28-03 (FF) of the Ohio Administrative Code would allow the Board to give a variance to approve the installed system. The Board has given this variance in the past. Dr. Brandeberry made a motion to approve the permit, seconded by Mr. Burkhardt. Motion carried.

In April of 2021, Ohio Revised Code change the title from Registered Sanitarians to Registered Environmental Health Specialists. Because this is in code, policies must be changed to reflect the change in position title. Two policies, The Policy for Enforcement Guidelines for Failure to Maintain Substantial Compliance and Policy to Cease Use or Embargo Food must be changed to reflect this change. Mr. Unverferth motioned to make the necessary change in these policies, seconded by Mr. Burkhardt. Motion carried.

The Environmental Health Delegation of Authority which gives to REHS the authority to enforce EH programs must also be changed. Mr. Burkhardt made a motion to approve the Resolution giving REHS sanitarians this authority, seconded by Mr. Unverferth. Roll call vote: Mr. Burkhardt, yes; Dr. Brandeberry, yes; Mr. Unverferth, yes and Mr. Stechschulte, yes. Motion carried.

Nursing Division Business:

Ms. Recker reviewed the Nursing Board Report with those present. Included in the report was the graph of the 2021-2022 weekly COVID-19 cases as well as an influenza update for December.

Ms. Recker shared information on the vaccines given by PCHD. She also discussed briefly the need to monitor the number of vaccines given in the community and how our rates may be effected.

BCMh diagnostic and treatment information as well as financial update on nursing programs was also provided in the report.

Administrative Business:

Mr. Unverferth made a motion to reduce the hours of PHN Dawn Schmenk from 24 to 16 hours per week. The motion was seconded by Dr. Brandeberry. Motion carried.

Mr. Burkhart made a motion to approve a continuing contract with PHSCO (Public Health Services Council of Ohio) for Emergency Planner and Epidemiology services at the annual cost of \$26,664.08 and \$20,152.35 respectively, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve the Wellness Day Policy, seconded by Mr. Burkhart. Motion carried.

Dr. Brandeberry made a motion to approve the 2022 Strategic Plan end of year progress report, seconded by Mr. Unverferth. Motion carried.

Ms. Rieman shared the progress of the agency in meeting the goals outlined in the Workforce Development Plan. The goals and progress for 2022 were included in the board packet. Mr. Burkhart made a motion to approve the Workforce Development Update, seconded by Dr. Brandeberry. Motion carried.

Also included in the board packet was the Quality Improvement Objectives for 2022 and the progress made in that plan. Mr. Unverferth made a motion to approve the end of year QI Progress Report, seconded by Mr. Burkhart. Motion carried.

Ms. Rieman noted that with the new pay range structure, the agency did away with the Registered Environmental Health Specialist (REHS) 3 and Public Health Nurse 3 positions. Dainna Raye was noted to be a REHS 3 and must be reassigned to a REHS 2. Mr. Burkhart made a motion to reassign Ms. Raye as a REHS 2, seconded by Mr. Unverferth. Motion carried.

At the December 2022 Board of Health Meeting, Mr. Herman encouraged PCHD staff to look at the pay ranges and determine if all staff were in the correct area of the pay range in relation to their years of service. Upon looking into this request it was determined that 3 staff, while within their pay range, were not at the recommended pay. Ms. Rieman requested that individuals pay be increased to meet these levels. Mr. Burkhart made a motion to approve the following hourly wages: Dainna Raye, \$27.62; Terri Rayle, \$21.25 and Laurie Meyer and Abigail Greve \$22.50, seconded by Dr. Brandeberry. Motion carried.

NACCHO (National Association of City and County Health Organizations) offered to extend the funding of the MRC Rise grant through June 2023. Mr. Unverferth made a motion to approve the continuation of this grant and for Angela Recker to continue her role of MRC grant coordination through June 2023, seconded by Dr. Brandeberry. Motion carried.

At 6:44 PM Mr. Stechschulte made a motion to enter into Executive Session to discuss the hiring and compensation of an employee at the Putnam County Health Department, seconded by Mr. Burkhart. Roll call vote: Mr. Burkhart, yes; Dr. Brandeberry, yes; Mr. Unverferth, yes; Mr. Stechschulte, yes.

The Board of Health came out of Executive Session at 7:10 PM

Mr. Unverferth made a motion to hire Jodie Lammers as the Fiscal/Grant and HR Specialist for the Putnam County Health Department, seconded by Dr. Brandeberry. Motion carried. The transition will occur over time and will be monitored to ensure that PCHH has coverage.

Dr. Brandeberry motioned to approve Beth Skulina as the Interim Environmental Health Director, effective February 1, 2023, seconded by Mr. Unverferth. Motion carried.

Putnam County HomeCare and Hospice

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

There were no Then and Now Purchase Orders and no Appropriation Transfers.

The Board of Health reviewed the End of Year Financials that were included in their packets.

Mr. Burkhart made a motion to approve the 4th Quarter Credit Card Report for PCHH, seconded by Mr. Unverferth. Motion carried.

Agency Update

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

Business Meeting

Mr. Burkhart made a motion to approve the United Way Funding Allocation of \$20,000.00. Mr. Unverferth seconded the motion. Motion carried.

Mr. Unverferth made a motion to approve the increase in wage of Sarah Tucker, LPN, to \$24.00 per hour, seconded by Dr. Brandeberry. Motion carried.

A proposed revision of the Legal Holiday Policy was included in the Board Packet and was reviewed with the members in attendance. Dr. Brandeberry motioned to approve the revised policy, seconded by Mr. Unverferth. Motion carried.

The Quality Improvement Quarterly Report was included in the packet. Ms. Lucas reviewed the report with the Board of Health.

The Marketing Quarterly Report was also included in the packet and was reviewed by Ms. Lammers.

The topic of the Organizational Chart for Putnam County HomeCare and Hospice was tabled and will be discussed at an upcoming meeting following the visit from McBee.

Mr. Burkhart made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 7:35 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