

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
February 8, 2023**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, February 8 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 Nursing, Sherri Recker; Registered Environmental Health Specialist II Dainna Raye; Business Supervisor, Jodie Lammers; Clinical Supervisor Cathy Lucas and Therapy Supervisor, Stacy Alt. Josh Diaz from Society Nutrition was present. Michael Puskarich, McBee Associates joined the meeting via Zoom.

The meeting was called to order at 6:01 PM by Kyle Stechschulte.

Mr. Burkhart made the motion to approve the minutes from the January 11, 2023 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

**Putnam County HomeCare and Hospice**

Dr. Brandeberry made a motion to approve the expenditures for January 2023, seconded by Mr. Burkhart. Motion carried.

There were no Then and Now Purchase Orders.

Mr. Burkhart made a motion to approve the transfer of \$300,000.00 from 101TR (Hospice – Transfer Out) into 66TR (Home Health-Transfer In); as well as appropriate \$2,000.00 into 102AO (Aging in Place – Advance Out); Establish line item 66AI (Home Health-Advance In) and advance \$2,000 from 102 AO (Aging in Place – Advance Out) into 66AI (Home Health-Advance In). The motion was 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. Burkhart made a motion to approve the Change in Status for Sarah Tucker, LPN, from Full Time (40 hours per week) to 32 hours per week, seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman noted that Michael P., from Mc Bee Associates, will be joining the Board via Zoom to share some preliminary information from their visit and review of agency information.

Ms. Rieman also noted that the McBee representatives made a suggestion for changes to our balance billing, including deductible and copay charges. Agency representatives will begin reviewing our processes.

Ms. Rieman noted that there have been several applicants for the Business Supervisor position. Hiring will be delayed until we have final information from the McBee report and their suggestions for the organizational chart for the agency.

## Putnam County Health Department

Mr. Burkhart made a motion to approve the expenditures for January 2023, seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry 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.

*44580	E2a	GlaxoSmithKline	\$5,767.65
*44582	E5	Relentless IT	\$2,490.00
*44571	E31	Relentless IT	\$2,117.99
*44577	67OT	Blanket – Other Expenses	\$3,000.00

There were no appropriations.

Mr. Burkhart made a motion to approve a transfer in Fund 125, Septic: \$828.01 from 125FE, Septic Admin Fees to 125 ST, Septic State and Federal Funds. The motion was seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry motioned to approve the resolution to increase the Petty Cash by \$200.00 from \$200.00 to \$400.00, seconded by Mr. Burkhart. Motion carried.

### Environmental Division Business:

In 2022, Society Nutrition was granted a food license with the condition that the business be brought into compliance with the Ohio Plumbing Code. The actions taken by this Board were reviewed with those present. Ms. Raye addressed the Board noting that to date, the business has not submitted the required application to the Ohio Department of Commerce for the needed work to occur. Ms. Raye reached out to the Ohio Department of Health for guidance and was informed that since Society Nutrition failed to take the proper steps, it was enough to hold up their license. Mr. Diaz explained that he does not have the money to undertake this expense at this time. He asked if he would be permitted to voluntarily stop selling his products in lieu of having his license suspended. It was verified that he could take this action. Mr. Diaz noted that he will voluntarily stop selling his products.

Ms. Rieman reviewed the January 2023 Environmental Health and Operation and Maintenance Reports that were included in the Board packet.

Ms. Rieman noted that the Village of Gilboa expects the construction of their centralized sewer system to begin in 2023. There are Gilboa residents who are to be brought into the O&M program this year, as well as residents who are to renew their permit. Dr. Brandeberry made a motion to halt bringing in Gilboa residents into the O&M program and seeking the renewal of permits, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion to approve the promotion of Beth Skulina to Director of Environmental Health at the rate of \$35.00 per hour, seconded by Dr. Brandeberry. Motion carried. At the end of a successful probationary period, her rate of pay will increase \$1.00 per hour.

**Nursing Division Business:**

Ms. Recker reviewed the Nursing Board Report that was sent to the Board prior to the meeting. In addition to the monthly update on COVID and influenza, Ms. Recker made available a more detailed update on COVID cases and vaccine data for Putnam County.

Ms. Recker shared an update on the Putnam County Community Health Improvement Plan (CHIP) that was approved in January 2023.

**Administration Business:**

Ms. Rieman reviewed some fiscal updates regarding our grants from the Ohio Department of Health. ODH will be providing local Health Departments with additional guidance in spending project income.


PCHD staff requested a change in personnel policies that would allow staff members who are on maternity leave to retain an amount of sick time in the event of illness or physician appointments after returning to work. Ms. Rieman asked the Board Members present if they would entertain this policy idea. The Board responded that the policy will be considered for approval. Ms. Rieman will bring a draft revised policy to the March Board of Health Meeting.

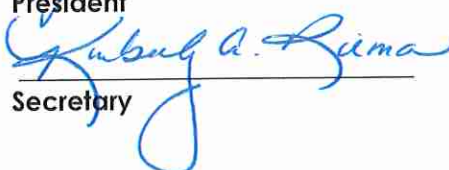
**Putnam County HomeCare and Hospice**

Michael Puskarich joined the meeting via Zoom and shared preliminary results from the consultation with McBee Associates. The final report will be available prior to the March meeting. The Board of Health verified the importance of PCHH in the community and their support of the agency.

Mr. Burkhardt made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 7:42 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