

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

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, March 8, 2023, at the Putnam County Health Department Conference Room with the following members present: Mr. Joe Burkhart, Mr. Cory Unverferth, Mr. Kyle Stechschulte, Ms. Mary Kay Verhoff 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; Director of Environmental Health Beth Skulina; Business Supervisor, Jodie Lammers; Clinical Supervisor, Cathy Lucas and Therapy Supervisor, Stacy Alt. Also present was Medical Director Dr. Jacinta Eickholt and Putnam County Commissioner John Schlumbohm. Michael Puskarich, Tina Peery, Candice Hardy and Briana Sheridan, McBee Associates, joined the meeting via Zoom.

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

Mary Kay Verhoff was sworn in as Board of Health Member for the term ending in March 2028.

Mr. Burkhart made a motion to nominate Mr. Kyle Stechschulte to be the President of the Board of Health, seconded by Dr. Brandeberry. Motion carried.

Mr. Unverferth made a motion to nominate Mr. Joe Burkhart to be the Vice President of the Board of Health. Dr. Brandeberry seconded the motion. Mr. Burkhart abstained from the vote. Motion carried.

Mr. Unverferth made the motion to approve the minutes from the February 8, 2023 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

Putnam County Health Department

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

There were no Then and Now Resolutions.

There were no appropriations.

There were no transfers.

Ms. Rieman explained that a preliminary budget for the next year must be approved by the Board of Health in March. Mr. Unverferth made a motion to approve the 2024 Preliminary Budget for PCHD, seconded by Dr. Brandeberry. Motion carried.

Environmental Division Business:

The Environmental Health report for February 2023, including the Operation and Maintenance Program update was shared with the Board prior to the meeting. Ms. Skulina reviewed the report with the Board of Health members. Society Nutrition was able to reopen on February 28 after obtaining the required plumbing inspection.

Nursing Division Business:

Ms. Recker reviewed the Nursing Board Report that was sent to the Board prior to the meeting. She noted that all internal programs following ODH guidelines will be operating under Standard Operating Guidelines. Immunization program policies may still need to come to the Board of Health for approval.

Presentations from NOW Marketing and 13 ABC have been heard by the county partners to be involved in the county-wide marketing campaign. More information, including the proposed cost to the Health Department will be shared at the next meeting.

Administration Business:

Ms. Rieman shared the 2022 Putnam County Health Department Annual Report with the Board of Health Members.

The 2022 year-end Performance Management Summary was provided to the Board Members for review. Ms. Recker shared that our performance management metrics are now in Clear Impact, a system provided to us by the Ohio Department of Health. In addition to the data to show if our department met the determined goals, the report includes an area for narrative descriptions for additional information.

Mr. Unverferth motioned to approve the health insurance renewal through Ohio Insurance Services. The motion was seconded by Dr. Brandeberry. Motion carried. Open enrollment will occur in April for the service dates of May 2023 through April 2024.

Ms. Rieman shared that Terri Rayle, Fiscal Clerk announced her retirement on February 14 with an effective date of February 28. With the hiring of a Fiscal/Grant and HR Specialist, the needs of the Health Department have changed to needing someone who can help at the front desk and with other clerical duties. Dr. Brandeberry motioned to allow for the recruitment of a part time Receptionist, seconded by Mr. Unverferth. Motion carried.

Dr. Brandeberry made a motion to enter into an agreement with Health Improvement Partners, LLC for health coaching for interested staff members. Mr. Unverferth seconded the motion. Motion carried.

The FMLA Policy Revision agenda item was tabled until an upcoming meeting.

Putnam County HomeCare and Hospice

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

There were no Then and Now Purchase Orders.

There were no Appropriation Transfers.

Mr. Unverferth motioned to approve the 2024 preliminary budget for PCHH, seconded by Dr. Brandeberry. Motion carried.

Agency Update

An agency update was included in the board packet. Ms. Lucas reviewed the information within the report. In addition, Ms. Lucas reviewed concerns that she had with services at Lima Memorial Health System and the inpatient program and steps being taken to address those concerns.

Business Meeting

Ms. Rieman shared the 2022 Putnam County HomeCare and Hospice Annual Report with the Board of Health Members.

Representatives from McBee Associates presented findings from the Clinical Operations and Revenue Cycle Assessment and proposed next steps to those who were present. In addition, proposals to address the next steps were reviewed with Board Members.


Following the presentation from McBee, the Board Members reviewed the proposals. A concern about the cost of the compliance audit was shared among members. Ms. Rieman was directed to ask if similar results could be obtained with reviewing fewer charts from each line of business and how that would effect the proposed cost. Dr. Brandeberry made a motion to approve entering into a contract with McBee Associates for the Compliance Audit at a cost not to exceed \$50,000. The motion was seconded by Mr. Burkhart. Motion carried.

The Clinical Director proposal was then discussed by the Board of Health. Board Members asked Ms. Rieman to verify that our agency/the Board could change the number of hours that we contract for the interim clinical director and also determine the length of time for that service. Mr. Unverferth made a motion to enter into an agreement for Interim Clinical Director Services after learning of the results from the Compliance Audit, seconded by Ms. Verhoff. Motion carried.

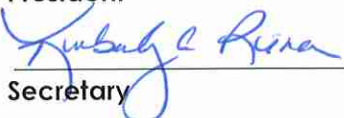
Mr. Burkhart made a motion to allow for PCHH leadership to identify and enter into an agreement with an agency to assist with our billing, seconded by Mr. Unverferth. Motion carried.

Mr. Burkhart made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 9:08 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