

**PUTNAM COUNTY BOARD OF HEALTH**  
**MEETING SUMMARY**  
**April 12, 2023**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, April 12 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; Therapy Supervisor, Stacy Alt and Home Health Care Coordinator, Christy Alstaeffer. Michael Puskarich, with 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 March 8, 2023 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

The Delegation of Authority and Fiscal Responsibilities document was shared with the Board of Health prior to the Board meeting. Ms. Rieman explained that there were no proposed changes in the document. The document needs to be reviewed and approved by current Board Members. Mr. Unverferth made a motion to approve the Delegation of Authority and Fiscal Responsibilities document, seconded by Dr. Brandeberry. Motion carried.

### **Putnam County HomeCare and Hospice**

Ms. Verhoff made a motion to approve the expenditures for March 2023, seconded by Mr. Burkhart. Motion carried.

There were no Then and Now Purchase Orders.

There were no Appropriation Transfers.

Mr. Unverferth motioned to approve the 2023 1<sup>st</sup> quarter credit card report for Putnam County HomeCare and Hospice, seconded by Dr. Brandeberry. Motion carried.

Ms. Lammers reviewed the March 2023 financials with the Board of Health.

### **Agency Update**

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

### **Business Meeting**

The Mission Statement and Bylaws were provided to the Board for review. Ms. Rieman shared that nothing with the documents have changed. They are needed to be approved by the current board this year. Dr. Brandeberry made a motion to approve the Mission Statement and Bylaws for the Board of Health, seconded by Ms. Verhoff. Motion carried.

Mr. Burkhart made a motion to approve the Change in Status for Abbey Shafer, RN from Part Time to PRN, seconded by Dr. Mr. Unveferth. Motion carried.

Ms. Rieman shared that she signed a contract with Health Rev, an outside agency to provide billing services. We are in the process of allowing them access to systems needed to begin billing for our agency. More will be shared at our next meeting.

Ms. Lammers reviewed the 2023 1<sup>st</sup> Quarter Marketing Report compiled by Dana Schnipke, our Marketer. She commented to the Board that Ms. Schnipke is doing a great job.

The 2023 1<sup>st</sup> Quarter QI Report was shared with the Board. Several areas of concern were noted and the Internal QI committee will be addressing these issues.

Michael Puskarich from Mc Bee Associates joined the meeting via Zoom to provide the Board of Health an update. He noted that preliminary work on the audit shows that risk to the agency is low. He provided an update on next steps that he recommended for the agency. Following the discussion with McBee, Ms. Verhoff made a motion to approve entering into the Interim Clinical Director and Strategic Support Contract with McBee. Dr. Brandeberry seconded the motion. Motion carried.

McBee provided a proposed organizational chart and reviewed it briefly with the Board. Action was not taken to approve the chart as proposed until more information is known.

Ms. Rieman explained the need of the agency to recruit additional nurses. It was noted that our starting wage, and the wage paid to our nurses is lower than many surrounding agencies and this is making it difficult to hire and retain nurses. Ms. Rieman shared that she spoke with Michael from McBee and he agreed that the nursing wage should be increased to obtain new talent. Ms. Verhoff motioned to increase the starting wage as well as every PCHH nurse's salary (RN/LPN) 15%. Mr. Unverferth seconded the motion. Motion carried. It was noted that all staff wages will need to be studied and adjusted accordingly to industry standards.

Dr. Brandeberry made a motion to approve the establishment and posting of the Clinical Director position, seconded by Mr. Unverferth. Motion carried.

Ms. Rieman noted that one internal applicant applied for the Business/HR Coordinator Position. The Board directed Ms. Rieman to share her qualifications with McBee to determine if the applicant has the background desired for this position as noted on the proposed organizational chart. If so, plans can be made to begin the transition process.

### **Putnam County Health Department**

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

There were no Then and Nows.

There were no appropriations.

There were no transfers.

Mr. Unverferth motioned to approve the 2023 1<sup>st</sup> quarter credit card report for the Putnam County Health Department, seconded by Mr. Burkhardt. Motion carried.

The 1<sup>st</sup> Quarter revenue and expense report was not covered at this meeting.

**Environmental Division Business:**

Ms. Skulina presented her information to the Board of Health at the start of the meeting so that she could leave to attend an Environmental Health Conference following her report.

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

Ms. Skulina shared with the Board that an individual who paid for an Operation and Maintenance permit also had her property taxes assessed. She asked for the refund of the \$75.00 in addition to the \$6.50 fee for that property owner. Mr. Unverferth made a motion to refund \$81.50, seconded by Mr. Burkhart. Motion carried.

Dr. Brandeberry made a motion to approve the refund request of Delphos Country Club for the fee of a water test that was paid for and not needed, seconded by Ms. Verhoff. Motion carried.

Mr. Burkhart made a motion to approve the refunding of property owners in Gilboa who paid their Operation and Maintenance permit fee for 2023 as they will be on their centralized sewer system by the end of this year, seconded by Mr. Unverferth. Motion carried.

**Nursing Division Business:**

Ms. Recker reviewed the Nursing Board Report that was sent to the Board prior to the meeting.

Mr. Unverferth made a motion to approve the revised Tuberculosis Screening and Management Policy, seconded by Dr. Brandeberry. Motion carried.

Ms. Recker shared that our CHIP subcommittees will be working with 13ABC for our Marketing Campaign. More information will be shared at an upcoming meeting.

**Administration Business:**

Ms. Rieman shared the PHSCO (Public Health Service Council of Ohio) Strategic Plan with the Board of Health. The Strategic Planning Process took place in November and December 2022. Currently, the Putnam County Health Department purchases Epidemiology and Emergency Planner Services through PHSCO.

The 2023 1<sup>st</sup> Quarter Strategic Plan Review was shared with the Board of Health. Mr. Burkhart made a motion to approve the report, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman shared the proposed Records Request Policy to be included with the Personnel Policy Handbook. Ms. Verhoff made a motion to approve the policy following the approval from Prosecutor Gary Lammers, seconded by Mr. Unverferth with a noted correction. Motion carried.

Ms. Recker reviewed and presented the revised Credentialing Policy to the Board of Health. Mr. Unverferth made a motion to accept the revised Credentialing Policy, seconded by Dr. Brandeberry. Motion carried.


Mr. Unverferth made a motion to approve the revised Consumer Complaint Policy, seconded by Mr. Burkart. Motion carried.


Ms. Rieman shared that interviews for the Receptionist/Administrative Assistant position were held on April 12. There were two very qualified candidates. References of both candidates will be checked. Mr. Unverferth made a motion to move forward with the hiring of the preferred candidate, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman wanted to go on the record of thanking the staff at the Putnam County Health Department for helping cover the front desk during this time of transition.

Mr. Burkhardt made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 7:57 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