

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
May 10, 2023

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, May 10, 2023, at the Putnam County Health Department Conference Room with the following members present: Mr. Joe Burkhart, 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 Environmental Health, Beth Skulina; Business Supervisor, Jodie Lammers, Therapy Supervisor, Stacy Alt and Medical Director Dr. Jacinta Eickholt. Sherolyn Torres, PCHH Staff Member and Putnam County Commissioner John Schlumbohm also attended the meeting.

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

Dr. Brandeberry made the motion to approve the minutes from the April 12, 2023 Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman explained that the Board of Health has two subcommittees, the Quality Improvement Subcommittee and the Personnel Subcommittee and outlined their purposes. Mr. Stechschulte made a motion for Ms. Verhoff and Dr. Brandeberry to be members of the QI subcommittee and Mr. Unverferth and Mr. Burkhart to be members of the Personnel subcommittee. The motion was seconded by Dr. Brandeberry. Motion carried.

Putnam County Health Department

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

There were no Then and Nows.

There were no appropriations.

Mr. Burkhart made a motion to approve the transfer of \$15,553.68 from 171 EO to 171 CN, seconded by Dr. Brandeberry. Motion carried.

Prior to the Board of Health Meeting, Ms. Rieman shared the 1st Quarter revenue and expense report with Board of Health members. During the meeting, Ms. Rieman reviewed the information and noted some areas that will be monitored closely in the upcoming months. Ms. Verhoff made a motion to approve the 1st Quarter Revenue and Expense Report, seconded by Mr. Burkhart. Motion carried.

Environmental Division Business:

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

Ms. Verhoff made a motion to approve a variance request from Ohio Administrative Code 3701-29-06 for the owners of the property at 22202 Road C, Continental to use their septic system until their secondary treatment system is installed. Dr. Brandeberry seconded the motion. Motion carried. Ms. Rieman explained that this variance expires in 6 months.

Mr. Burkhart made a motion to approve the Resolution of Food Service Laws. The resolution was seconded by Dr. Brandeberry. Motion carried.

Ms. Skulina shared that we have obtained several high bids for potential WPCLF properties. With the decrease in the amount of funding awarded to our county this year, Ms. Skulina will work to set parameters to best use our limited resources.

Nursing Division Business:

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

Ms. Rieman also reviewed the 2022 Infectious Disease Summary that was compiled by our shared Communicable Disease Epidemiologist.

Administration Business:

Dr. Brandeberry made a motion to approve the PCHD's annual marketing campaign contribution up to \$5,000, seconded by Mr. Burkhart. Motion carried.

Ms. Rieman shared that the audit for the Putnam County Health District will likely take place in late summer, early fall 2023. Staff continue to learn more about project income and deliverable grant expectations.

Jessica Sanders began employment with the Health Department on May 2. She has been a welcome addition to our staff.

A staff satisfaction survey was distributed to staff in March and results have just been compiled and reviewed by leadership. Results will be shared at an upcoming staff meeting. Leadership will suggest programs/changes to address items with concerning scores.

Putnam County HomeCare and Hospice

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

There were no Then and Now Purchase Orders.

There were no Appropriation Transfers.

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

Agency Update

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

Business Meeting

Sherolyn Torres addressed the Board of Health asking the Board to consider increasing in her pay. She presented a list of her job duties and noted that her responsibilities have increased with the recent changes within the organization.

Ms. Verhoff made a motion to approve Jennifer Karhoff to fill the position of HR/Business Supervisor at a rate of \$26.00 per hour, seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman shared that with the recent resignations of office staff, outsourcing our billing and the move of Ms. Karhoff to the HR/Business Supervisor position, a part time position may be needed to maintain needed office operations. This will be reviewed carefully as these transitions occur.

At 7:00 PM, Mr. Stechschulte made a motion to enter into Executive Session to discuss compensation of PCHH Employees, seconded by Mr. Burkhart. Roll call vote: Dr. Brandeberry, yes; Ms. Verhoff, yes; Mr. Burkhart, yes; Mr. Stechschulte, yes. The Board entered Executive Session.

The Board of Health entered into regular session at 7:13 PM with no decisions made.

At 7:16 PM, Mr. Burkhart made a motion to enter into Executive Session to discuss compensation of PCHH Certified Nurse Practitioners, seconded by Dr. Brandeberry. Roll call vote: Dr. Brandeberry, yes; Ms. Verhoff, yes; Mr. Burkhart, yes; Mr. Stechschulte, yes. The Board entered Executive Session.

The Board of Health entered into regular session at 7:36 PM with no decisions made.

At 7:37 PM, Mr. Burkhart motioned to enter into Executive Session to discuss the appointment of a PCHH nurse, seconded by Ms. Verhoff. Roll call vote: Dr. Brandeberry, yes; Ms. Verhoff, yes; Mr. Burkhart, yes; Mr. Stechschulte, yes. The Board entered Executive Session.

The Board of Health entered into regular session at 7:43 PM with no decisions made.

Ms. Rieman and Mr. Burkhart highlighted updates of a Zoom Meeting that was held with Michael Puskarich from McBee earlier that day. Mr. Puskarich noted that it would be beneficial to extend the audit to include more charts for a deeper review of the operations of the agency. Mr. Stechschulte made a motion to approve a contract with McBee Associates at a cost not exceed \$50,000.00, seconded by Dr. Brandeberry. Motion carried.

Mr. Stechschulte made a motion to recruit and hire a part time, 20 hours per week Certified Nurse Practitioner at a rate of \$48.00 per hour, seconded by Mr. Burkhart. Motion carried,

Ms. Verhoff made a motion to hire Kelby Louiselle as a nurse at the rate of \$31.00 per hour, seconded by Dr. Brandeberry. Motion carried.

Mr. Burkhart made a motion to increase the wages of Sherolyn Torres, Kathy Rellinger and Teresa Meyer \$1.50 per hour. The motion was seconded by Ms. Verhoff. Motion carried.

Mr. Burkhart made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 8:01 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