

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
June 14, 2023**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, June 14, 2023, at the Putnam County Health Department Conference Room with the following members present: Mr. Kyle Stechschulte, Ms. Mary Kay Verhoff, Dr. Kent Brandeberry and Mr. Cory Unverferth. 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; Director of Nursing Sherri Recker; Outgoing Business Supervisor, Jodie Lammers; Incoming Business Supervisor, Jennifer Karhoff; Therapy Supervisor, Stacy Alt and Home Health Care Coordinator, Christy Altstaetter. Putnam County Commissioner John Schlumbohm also attended the meeting.

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

Ms. Verhoff made the motion to approve the minutes from the May 10, 2023 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

Mr. Unverferth made a motion to extend the Aging in Place Contract between the Putnam County Health Department and Putnam County HomeCare and Hospice. Ms. Verhoff seconded the motion. Motion carried.

**Putnam County Health Department**

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

There were no Then and Nows.

Mr. Unverferth made a motion to change the fund name/title of Fund 171 from COVID-Health to Public Health Workforce Grant-Health, seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry made a motion to establish the following funds: Fund 073- Public Health Emergency Preparedness Grant, Fund 128- Get Vaccinated Grant and Fund 172 – COVID-19 Enhanced Operations Grant. Ms. Verhoff seconded the motion. The motion passed unanimously.

Ms. Verhoff made a motion to approve the following appropriations, seconded by Mr. Unverferth. Motion carried.

Within Fund 171, Public Health Workforce (WF) Grant-Health:

Revenue:	171 GRW	Grant Revenue
	171 AIW	Advance In
Expenditures:	171 SAW	Salaries/Fringes
	171 ODW	Other Direct Costs
	171 EQW	Equipment
	171 COW	Contracts
	171 AOW	Advance Out

Within Fund 073, Public Health Emergency Preparedness (PHEP) Grant-Health:

Revenue:	73 GRP	Grant Revenue
	73 AIP	Advance In
Expenditures:	73 SAP	Salaries/Fringes
	73 ODP	Other Direct Costs

73 EQP	Equipment
73 COP	Contracts
73 AOP	Advance Out

Within Fund 093, Medical Reserves Corps (MRC) Grant-Health:

Revenue:	93 AIM	Advance In
Expenditures:	93 SAM	Salaries/Fringes
	93 ODM	Other Direct Costs
	93 EQM	Equipment
	93 COM	Contracts
	93 AOM	Advance Out

Within Fund 128, Get Vaccinated Ohio (GV) Grant-Health:

Revenue:	128 GRG	Grant Revenue
	128 AIG	Advance In
Expenditures:	128 SAG	Salaries/Fringes
	128 ODG	Other Direct Costs
	128 EQG	Equipment
	128 COG	Contracts
	128 AOG	Advance Out

Within Fund 172, COVID-19 Enhanced Operations (EO) Grant-Health:

Revenue:	172 GRE	Grant Revenue
	172 AIE	Advance In
Expenditures:	172 SAE	Salaries/Fringes
	172 ODE	Other Direct Costs
	172 EQE	Equipment
	172 COE	Contracts
	172 AOE	Advance Out

There were no transfers.

**Environmental Division Business:**

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

Ms. Skulina shared that our agency received a formal objection to our Operation and Maintenance program. This was shared with Gary Lammers. The individual making the objection submitted a public records request and documents were sent to him in a timely manner.

Mr. Unverferth made a motion to approve the variance request for the residence at 22202 Road C, Continental. This variance will allow an unlicensed contractor to finish the connection of a new dwelling to an existing well. The motion was seconded by Dr. Brandeberry. Motion carried.

**Nursing Division Business:**

Ms. Recker reviewed the Nursing Board Report that was sent to the Board prior to the meeting. Highlights of her report include the CHIP Marketing Campaign, the Grief Recovery Program, CMH Education program and the May Communicable Disease report.

### Administration Business:

Mr. Unverferth made a motion to approve the Weather Emergency Policy Revision, seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to approve the Hours of Operation/Hours of Work Policy Revision, seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman shared with the Board of Health that she obtained an extension to spend our Enhanced Operations Project Income through May 31, 2023.

### Putnam County HomeCare and Hospice

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

Mr. Unverferth made a motion, seconded by Dr. Brandeberry 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.

*45211	116CO	Consultants	\$2,000.00
*45212	101CO	Consultants	\$75,000.00
*45213	66CO	Consultants	\$50,000.00

Dr. Brandeberry made a motion to allow the following transfer within Home Health (66): \$50,000.00 from 066 (salaries) into 66 CO (consultants); and the following transfers within Hospice (101): \$50,000.00 from 101 SA(salaries) into 101 CO (Consultants) and \$25,000.00 from 101 LR (leases) into 101 CO (Consultants). The motion was seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to establish a new line item 59CCP – Care Coordination Services, seconded by Ms. Verhoff. Motion carried.

Ms. Lammers reviewed the May 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

Ms. Rieman shared that McBee is finishing up their audit and has requested a few documents for review. The agency is continuing to help us find an Interim Director but has been unable to secure someone for this position. Daily meetings (huddles) began with our clinical staff today. These will be held each day with the exception of the day that the agency has IDT meetings.

Health Rev, our outside billing company, has begun this service. Ms. Karhoff is working with the company to address some issues to make the process run smoother.

Ms. Lammers and Ms. Karhoff reached out to a temporary agency to assist us with finding nurses. A sample contract has been shared with Prosecutor Gary Lammers for review. Ms. Verhoff made a motion to give Ms. Rieman permission to sign the contract once it is approved by Prosecutor Lammers. The motion was seconded by Mr. Unverferth. Motion carried.

An advertisement for the Director position was posted. Applicants are being sent to Michael from McBee for review.

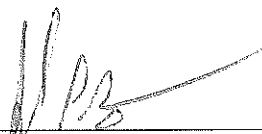
An interview was held with an applicant for a nursing position. She will be sent for fingerprinting.


PCHH Staff and the Board of Health discussed the agency's availability to take new patients.

The Board discussed a potential change in the way the agency pays our Nurse Practitioners. Several questions were raised and further information is needed from our Consultants and HR representation. Information will be shared at our next meeting.

Dr. Brandeberry made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 7:24 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