

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

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, July 12, 2023, at the Putnam County Health Department Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Joe Burkhart 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 Nursing Sherri Recker; Grant/Fiscal and HR Specialist, Jodie Lammers; Business Supervisor, Jennifer Karhoff; Therapy Supervisor, Stacy Alt and Home Health Care Coordinator, Christy Altstaetter. Elizabeth Dumont from McBee and Ann Rayle and Alan Eickholt, residents, were guests at the meeting.

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

Mr. Unverferth made the motion to approve the minutes from the June 14, 2023 Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

Putnam County Health Department

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

There were no Then and Nows.

Ms. Verhoff motioned to approve the resolution for the creation of and the appropriation of Transfer In and Transfer Out line items for the following funds: Fund 171, Public Health Workforce (WF) Grant; Fund 073, Public Health Emergency Preparedness (PHEP) grant; Fund 93, Medical Reserves Corps (MRC) Grant; Fund 128 Get Vaccinated Ohio (GV) Grant; and Fund 172 COVID-19 Enhanced Operations (EO) Grant, seconded by Mr. Unverferth. Motion carried.

Ms. Verhoff made a motion to appropriate \$536,4777.11 in the General Fund to E15, transfer out and then to transfer the following: \$244,654.11 into Fund 172, COVID-19 Enhanced Operations, 172 TI – Transfer In; \$35,246.00 into Fund 128, Get Vaccinated, 128 TI – Transfer In; \$66,577.00 into Fund 073, Public Health Emergency Preparedness, 073 TI-Transfer In; \$180,000.00 into Fund 171, Public Health Workforce, 171 TI – Transfer In; and \$10,000.00 into Fund 093, Medical Reserves Corp, 93 TI-Transfer in and appropriate into the following line items:

172 SAE	Salaries/Fringes	\$120,000.00
172 ODE	Other Direct Costs	\$ 54,654.11
172 EQE	Equipment	\$ 40,000.00
172 COE	Contracts	\$ 30,000.00
128 SAG	Salaries/Fringes	\$ 34,146.00
128 ODG	Other Direct Costs	\$ 1,100.00
73 SAP	Salaries/Fringes	\$ 39,077.00
73 ODP	Other Direct Costs	\$ 500.00
73 COP	Contracts	\$ 27,000.00
171 SAW	Salaries/Fringes	\$ 86,023.74
171 ODW	Other Direct Costs	\$ 21,296.26
171 EQW	Equipment	\$ 7,680.00
171 COW	Contracts	\$ 65,000.00
93 SAM	Salaries/Fringes	\$ 820.00

93 ODM	Other Direct Costs	\$ 7,429.50
93 COM	Contracts	\$ 1,750.00

The motion was seconded by Mr. Unverferth. Motion carried.

Ms. Verhoff made a motion to transfer \$16,482.58 within Fund 93 Medical Reserve Corps – MRC Grant from 93 EX (expenses) to 93 SAM (Salaries/fringes). The motion was seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve the 2nd Quarter Revenue and Expense report, seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to approve the 2023 PCHD 2nd Quarter Credit Card report, seconded by Ms. Verhoff. Motion carried.

Environmental Division Business:

Ms. Ann Rayle and Mr. Alan Eickholt addressed the Board about concerns of a property on Road I-17. Ms. Rayle reported that she had issued several complaints about the property discharging sewage dating back several years. In 2023, two complaints were issued with the first being issued in March 2023 and the second in May 2023. The property was inspected for the most recent complaint on the day of Board Meeting (July 12). Ms. Rayle shared that Dainna Raye (Registered Environmental Health Specialist) called the complainant to review the findings of the report but that she was unable to talk to her prior to the meeting. Ms. Rieman noted that she would talk to both Ms. Skulina and Ms. Raye about their inspections and will also speak with a Greensburg Township trustee and report back to Ms. Rayle.

The July 2023 Environmental Health and Operation and Maintenance Report was shared with the Board prior to the meeting. Ms. Rieman reviewed the contents of the report.

Ms. Verhoff made a motion to approve the request of the refund of \$400.00 for KD Concessions, seconded by Ms. Unverferth. Motion carried.

Ms. Rieman noted that upon review of salaries of EH staff, Ms. Skulina noticed that Dainna Raye was not appropriately placed in her pay scale based on her years of service. Mr. Unverferth made a motion to approve a pay increase of \$.75 per hour, seconded by Ms. Unverferth. Motion carried.

Nursing Division Business:

Ms. Recker reviewed the Nursing Board Report that included the number of vaccines administered since 2019 as well as the Communicable Disease report for June. In addition, she shared that the CHIP committee was able to raise all funds needed for the media campaign that is to begin this month.

Ms. Recker shared that the Area Agency on Aging reached out to the Health Department to partner with them on a project to increase vaccination for the elderly and briefly discussed how this may be implemented in our county. More information will be shared at the next Board of Health Meeting.

Administration Business:

Ms. Rieman shared the 2nd Quarter Progress Report for the Health Department's Strategic Plan. Mr. Unverferth made a motion to approve the progress report, seconded by Ms. Verhoff. Motion carried.

Putnam County HomeCare and Hospice

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

There were no Then and Nows.

There were no Transfers.

The June 2023 financials were shared and reviewed with the Board of Health.

Mr. Unverferth made a motion to approve the 2023 PCHH 2nd Quarter Credit Card report, seconded by Ms. Verhoff. Motion carried.

Agency Update

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

Business Meeting

The QI Quarterly Report was included in the packet for Board Member review. Ms. Rieman noted that the quarterly QI meeting would be held on Wednesday, July 19 at 10:00 AM.

The Marketing Quarterly Report was also included in the packet. The information was quickly reviewed with those in attendance.

Beth Dumont with McBee was present at the meeting. Ms. Rieman noted that the final audit is wrapping up. Information will be shared at the next meeting.


Health Rev continues to do our billing for the agency. Revenue is coming into the agency but there are a few questions that will be posed to the agency prior to our next meeting.

Ms. Rieman will be reviewing candidates for the Director position with our McBee representatives. A part time Account Clerk position has been posted for the agency.


Ms. Dumont is looking at salaries for the CNP's and several other positions that have not yet been studied. More information will be shared at the next Board of Health Meeting.

Ms. Verhoff made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 7:09 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