

**PUTNAM COUNTY BOARD OF HEALTH**  
**MEETING SUMMARY**  
**August 9, 2023**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, August 9, 2023, at the Putnam County Health Department Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Joe Burkhart, Mr. Kyle Stechschulte 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; 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, Alan Eickholt and Jacob Otto, residents, were guests at the meeting.

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

Mr. Burkhart made the motion to approve the minutes from the July 12, 2023 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman noted that the Fall Conference for Health Commissioners interferes with the September Board of Health Meeting. To accommodate Ms. Rieman's schedule, the Board Meeting was moved to the preceding day, September 12, 2023 at 6:00 PM.

Ms. Rieman noted that the Sick Leave policy for the Health Department and Putnam County HomeCare and Hospice is different than the policy for the county. The Board noted that they would entertain a change in the policy to resemble the county policy. Potential changes will be brought to the September Board Meeting.

**Putnam County Health Department**

Ms. Verhoff made a motion to approve the expenditures for July 2023, seconded by Dr. Brandeberry. Motion carried.

There were no Then and Nows.

Mr. Burkhart made a motion to appropriate \$120,000.00 within Fund 125 Septic to 125WPCLF (WPCLF). The motion was seconded by Ms. Verhoff. Motion carried.

There were no Transfers.

**Environmental Division Business:**

Ms. Ann Rayle addressed the Board about her continued concerns of a property on Road I-17. Mr. Jacob Otto, owner of the property was also in attendance. Ms. Rayle shared pictures of what she said was sewage originating from Mr. Otto's property. Since the last meeting, Mr. Otto has taken steps to move forward with his sewage system and has arranged to have his septage from his Blue Boy hauled away by a licensed hauler. Ms. Rayle voiced concerns with the response of complaints filed with the department. Mr. Stechschulte, Board President, instructed Ms. Rayle to make a Public Records request if she would like to see the actions taken by the department. In addition, he noted that Mr. Otto is complying with instructions given to him by the Health Department. He encouraged her to reach out to the Township Trustees with issues related to the township zoning concerns she voiced.

The August 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.

The Ohio Department of Health is conducting Mosquito trapping and testing for Putnam County. Since the July meeting, positive mosquito pools were identified in Ottoville and Ottawa. Mosquito spraying was conducted in both villages. A media release was sent regarding the positive mosquito pool and education was provided on our social media accounts.

Mr. David Freund submitted an objection to the O&M program on April 21, 2023. In a recent conversation with Environmental Tech Lisa Pope, he requested that he be brought in as the very last property in the O&M program, or be brought into the program in 2024, as opposed to this year. There was no motion made to grant Mr. Freund's request.

Mr. Craig Stechschulte requested a refund of \$250.00, the difference in cost of the permit for digging a new well and the cost of an alteration permit for digging his current well deeper. Mr. Burkhart made a motion to approve the refund request, seconded by Ms. Verhoff. Motion carried.

### **Nursing Division Business:**

Ms. Recker reviewed the Nursing Board Report. Highlights about flu clinics and new COVID vaccine booster was shared with the Board. PCHD will be participating in a program with PSA 3. With this program, all adults will receive a \$50.00 gift card to Walmart or Speedway for getting vaccinated. The gift cards are made available through this program and are not coming out of Health Department funds.

Ms. Recker discussed the upcoming changes with the COVID vaccine. She has ordered doses of the new vaccine to be given this Fall.

### **Administration Business:**

Ms. Rieman shared information about Policy Stat, a program that other Health Departments use to organize and manage the review and revisions of their policies. Ms. Rieman noted that this cost would be covered by the Public Health Workforce Grant. Dr. Brandeberry made a motion to approve the purchase of Policy Stat, seconded by Ms. Verhoff. Motion carried.

A quote for a new touchless, handicap accessible front door as well as touchless key fob side door was presented to the Board of Health. Mr. Burkhart made a motion to approve the purchase of the doors, seconded by Dr. Brandeberry. Motion carried.

Mr. Stechschulte made a motion to enter into Executive Session discuss employment of a Putnam County Health Department employee. Mr. Burkhart seconded the motion. Roll call vote: Dr. Brandeberry, yes; Ms. Verhoff, yes; Mr. Burkhart, yes; Mr. Stechschulte, yes. The Board entered into Executive Session at 6:43 PM.

The Board entered back into regular session at 7:01 PM with no decisions made during Executive Session.

Dr. Brandeberry motioned to allow Ms. Skulina to change her status to Registered Environmental Health Specialist 2, seconded by Ms. Verhoff. Motion carried.

## Putnam County HomeCare and Hospice

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

There were no Then and Nows.

Mr. Burkhardt made a motion to transfer \$100,000 within the Home Health Fund (66) from 066SA (salaries) to 66 CO (consultants) and within the Hospice Fund \$200,000.00 from 101SA (salaries) to 101 CO (Contracts). Ms. Verhoff seconded the motion. Motion carried.

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

### Agency Update

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

### Business Meeting

Dr. Brandeberry made a motion to approve the change in status of Alicia Maag, PTA from part time to PRN, seconded by Ms. Verhoff. Motion carried.

Dr. Brandeberry made a motion to approve the hiring of Kelly Maas for the part time Account Clerk position, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman shared that the Hospice Audit conducted by McBee was complete and that financial risks to the agency are low.

Multiple interviews have been scheduled for the next two weeks to include a temporary RN (through Supplemental Health Care), PRN Nurse Practitioners, LPNs and Director.

Ms. Dumont reviewed Care XM, an answering service provider, with the Board of Health. After reviewing the call logs for after hours activity, it was discovered that the majority of calls coming in after hours do not require a nurse and can be logged and saved for the next working day. By taking these administrative calls away from the nurses, this will free up their time and assure that their calls are clinical in nature. Cost savings with Care XM and a revised on-call structure, along with other benefits for the agency were shared with Board Members. Mr. Stechschulte made a motion to enter into an agreement with Care XM, pending the approval of the contract from Prosecutor Gary Lammers. The motion was seconded by Ms. Verhoff. Motion carried.

Ms. Dumont also reviewed salary considerations for the Executive Director position. Her information revealed a salary range of \$88,000 to \$113,000. When an individual is brought forward for that position, the Board will determine the salary for the Director.

Ms. Dumont with McBee conducted a salary comparison for the remaining disciplines who have yet to be studied. From that information, Ms. Rieman provided a list of individuals with recommended salary increases. Mr. Burkhardt made a motion to approve the recommended salary increases, seconded by Dr. Brandeberry. Motion carried.

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Ms. Dumont shared that the annual survey with PSA 3 Area Agency on Aging was scheduled to take place on August 16. In addition, the recertification for CHAP accreditation survey has begun. The agency will begin its preparation for that survey.

Ms. Dumont shared that she is making plans to come back for a couple weeks in September.

Mr. Burkhart made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:45 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