

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

The regular monthly meeting of the Putnam County Board of Health was held Tuesday, September 12, 2023, at the Putnam County Health Department Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Cory Unverferth, 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; Business Supervisor, Jennifer Karhoff; Therapy Supervisor, Stacy Alt and Home Health Care Coordinator, Christy Altstaetter. Elizabeth Dumont from McBee and John Schlumbohm, Putnam County Commissioner were also present for 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 August 9, 2023 Board of Health Meeting with a noted correction to include Commissioner John Schlumbohm as a guest of the meeting, seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to approve the minutes from the August 23, 2023 Special Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

Mr. Unverferth made a motion to approve the revisions of the Sick Leave Policy to mirror the policy used by the county, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman shared with the Board that the Health District is currently undergoing our financial audit for 2021 and 2022. She shared that someone from the Ohio Auditor's Office will be reaching out to Board Members to inform them of the audit. At the completion of the audit, there will be an opportunity for an audit exit conference. Ms. Rieman encouraged the Board to take advantage of this offering.

Putnam County HomeCare and Hospice

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

There were no Then and Nows.

Dr. Brandeberry made a motion to transfer \$3,000 within the Palliative Care Fund (116) from 116ADV (advertising) to 116 CO (consultants). Mr. Unverferth seconded the motion. Motion carried.

The August 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

Ms. Rieman shared that clinical leadership staff have been following our policy for progressive discipline with a member of the PCHH Staff. The next step for the employee is to be placed on leave without pay,

needing Board of Health approval. Mr. Unverferth made a motion to place Sarah Tucker on a three day unpaid leave, seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to allow Aide Angie Keeran to be placed on unpaid medical leave, seconded by Dr. Brandeberry. Motion carried.

Two nurse candidates have been identified as potential hires for the agency. Both candidates have previous experience and it is recommended that they be brought in at a salary higher than our base pay for a new nurse. Dr. Brandeberry made a motion to offer Kelby Louiselle and Kathy Flores a starting pay of \$32.50 per hour, seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to allow the posting a full time aide position, seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry motioned to allow the agency to obtain a rental car for a PRN staff member who currently does not have access to a working automobile, pending the inability to use a Health Department vehicle or a county car. The motion was seconded by Mr. Unverferth. Motion carried.

Beth Dumont reviewed the progress she has made during her time with the agency. She reviewed the interviews completed and improvements made to the hiring process for PCHH. In addition, she provided an update on Care XM, the agency providing after hours call services for our agency.

Ms. Dumont will compile a report highlighting the work completed by McBee as well as steps moving forward. In addition, she noted that she was willing to come back for a few days during the first week of October to assist Trent Boop, as he onboards into his position. The Board agreed that it would be beneficial for Ms. Dumont to come back to the agency for this period of transition.

Putnam County Health Department

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

There were no Then and Nows.

Dr. Brandeberry made a motion to establish the following line items in Fund 125 (Septic): 125 TI (Transfer In) and 125 TO (Transfer Out). Mr. Unverferth seconded the motion. Motion carried.

Mr. Unverferth made a motion to appropriate the following amounts in Fund 63 (Health): \$155,000.00 into E15 (Transfer Out) and \$60,000 into E2A – Medical Supplies and into Fund 125 (Septic): \$175,000.00 (125 WPCLF Expenses). Ms. Verhoff seconded the motion. Motion carried.

Mr. Unverferth motioned to transfer \$155,000 from 063 General Health, E15 Transfer Out into 125, Septic, 125 TI – Transfer In, seconded by Dr. Brandeberry. Motion carried.

Environmental Division Business:

Ms. Rieman shared that Beth Skulina has agreed to stay on as Interim Director of Environmental Health until we are able to fill the position. In addition, Dainna Raye, Registered Environmental Health Specialist, resigned her position. Her last day with us was Friday, September 8, 2023.

The September 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.

Mr. Unverferth made a motion to approve a refund of \$775.00 to Forester Excavating, seconded by Dr. Brandeberry. Motion carried. This refund was needed for the site evaluation and permit fee for an WPCLF system that was not installed.

Nursing Division Business:

Ms. Recker reviewed the Nursing Board Report that was included in the board packet. The August Communicable Disease report showing an increase in COVID 19 cases for the month was included in the report.

Ms. Recker briefly discussed upcoming COVID and Influenza vaccination clinics. She also shared that she was looking into the possibility of offering new vaccines such as RSV for adults and Pevnar 20.

Finally, Ms. Recker shared that the CHIP Marketing Campaign is underway. Interpersonal violence will be highlighted in the Fall.

Administration Business:

Ms. Rieman shared the annual quote for Relentless IT with the Board of Health. Ms. Verhoff made a motion to approve entering into a contract for a second year for services with Relentless IT, seconded by Mr. Unverferth. Motion carried.

Ms. Verhoff made a motion to approve the purchase of an electronic sign for the Health Department using project income, seconded by Dr. Brandeberry. Motion carried. We have a quote from Sign Pro in Lima and we are awaiting a quote from Toledo Sign.


Mr. Unverferth made a motion to approve the installation of parking lot on the west side of the building to allow for easier access for clinical services, pending approval of this use for project income, seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman shared that Jessica Sanders, Receptionist, resigned from her position on Friday, September 1. Mr. Unverferth motioned to approve the hiring of Stacy Meyer to fill that vacancy at a rate of \$16.50 per hour, seconded by Dr. Brandeberry. Motion carried.


Ms. Rieman shared with the Board of Health that several community projects/campaigns were occurring in the county that may request the support of the Health Department. She asked if the Board had guidelines of projects that would be permissible to endorse. The Board encouraged staff to use their best judgment when approached for these situations.

Ms. Verhoff made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 7:15 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