

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
October 11, 2023

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, October 11, 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 Kim Rieman; Interim Director of Environmental Health Beth Skulina; Fiscal/Grant and HR Specialist Jodie Lammers; Business Supervisor, Jennifer Karhoff; Director of Putnam County HomeCare and Hospice Trent Boop; Home Health Care Coordinator, Christy Altstaetter and Dr. Jacinta Eickholt, Medical Director. Michael Lammers, Putnam County Commissioner was present as a guest.

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

Mr. Unverferth made the motion to approve the minutes from the September 12, 2023 Board of Health Meeting seconded by Ms. Verhoff. Motion carried.

Ms. Rieman noted that our financial audit for 2021 and 2022 is complete and we are awaiting the final report. There will be an opportunity for an exit conference. Ms. Rieman reached out to the group who does the Hinkle Report for the County to determine if they are able to do the 2023 report for the Health District.

Ms. Rieman noted that with the end of the year approaching she would appreciate any recommendations of information that Board Members would like in advance of making decisions on the 2024 budget and salary increases for the new year.

Putnam County HomeCare and Hospice

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

There were no Then and Nows.

There were no Appropriation Transfers.

The September 2023 financials, as well as the 3rd Quarter financial reports were shared and reviewed with the Board of Health.

Ms. Verhoff made a motion to approve the 3rd Quarter Credit Card report for Putnam County HomeCare and Hospice, seconded by Mr. Unverferth. Motion carried.

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 for a pay increase of \$.30 per hour for three nurses who were below the wage of new nursing employees, seconded by Ms. Verhoff. Motion carried.

The 3rd Quarter QI Report was included in the board packet for review.

The 3rd Quarter Marketing Report was also included in the packet.

Dr. Brandeberry made a motion to rescind the CMS required vaccination policy that was put into effect during the public health emergency. Mr. Unverferth seconded the motion. Motion carried.

Ms. Rieman shared that a policy regarding our COVID practices was approved by the board in 2020. Practices have changed since the beginning of the pandemic and will continue to evolve. Moving forward, changes to procedures will be determined by clinical leadership staff.

Mr. Boop shared his initial thoughts on the needs for the agency. Information that he shared with the board includes developing KPI's for the agency, establishing onboarding and continuing education for staff and establishing a more transparent culture within the agency. Mr. Boop plans to have additional information as well as some potential action items at the November Board of Health meeting.

Putnam County Health Department

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

Mr. Unveferth made a motion, seconded by Ms. Verhoff to approve the following "then and now" purchase orders listed on the resolution and authorize the Auditor to encumber funds for the same: Motion carried.

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|--------|-----|-----------------------|-------------|
| *45809 | E28 | Relentless IT | \$15,000.00 |
| *45810 | E2a | FFF Enterprises, Inc. | \$30,000.00 |

Dr. Brandeberry made a motion to appropriate the following amount in Fund 63 (Health): \$20,000.00 into E28 (Utilities/Maintenance/IT) and into Fund 96 (Water): \$4,600.00 into 96SA (Salaries) and \$750.00 into 96 PER (OPERS). Ms. Verhoff seconded the motion. Motion carried.

Ms. Verhoff made a motion to approve the 3rd Quarter Credit Card report for the Putnam County Health Department, seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry made a motion to approve the 3rd Quarter Revenue and Expenditure report, seconded by Mr. Unverferth. Motion carried.

Environmental Division Business:

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

Ms. Skulina was present for the meeting to review the 1st Reading of the proposed 2024 Environmental Health Fees. This is the first of three readings, with the next taking place at the November Board of Health meeting.

Nursing Division Business:

Ms. Rieman reviewed the Nursing Board Report and the September monthly communicable disease report that was included in the board packet.

Administration Business:

Ms. Rieman presented the 3rd Quarter Strategic Plan activity report. Ms. Verhoff made a motion to accept the 3rd Quarter report, seconded by Dr. Brandeberry. Motion carried.


Ms. Rieman shared the 2023 Fall Newsletter with the Board Members. This newsletter will be sent to the District Advisory Council members as well as our community partners.

Ms. Rieman shared that the Department will be participating in a full scale exercise regarding an anthrax event. This event will take place on Wednesday and Thursday, October 18 and 19. There are no expected actions from the Board of Health during this exercise. Putnam County HomeCare and Hospice will also be participating in this exercise to fulfill a CMS requirement.

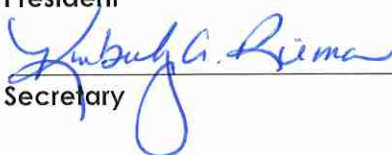
Issues with our building not being handicapped accessible and our inability to accommodate additional staff have been raised with the county. Staff will continue to try to determine ways to address our concerns about space and how to better serve the public.

Ms. Verhoff made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 6:38 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