

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
November 8, 2023**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, November 8, 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 Kim Rieman; Director of Nursing Sherri Recker; Interim Director of Environmental Health Beth Skulina; Grant/Fiscal and HR Specialist, Jodie Lammers; Business Supervisor, Jennifer Karhoff; Therapy Supervisor, Stacy Alt, Director of Putnam County Homecare and Hospice Trent Boop and Home Health Care Coordinator, Christy Altstaetter. Michael Lammers, Putnam County Commissioner was a guest 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 October 11, 2023 Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to approve the purchase of gift cards in the amount of \$50.00 to be given as Christmas gifts for employees of the Health District. The motion was seconded by Ms. Verhoff. Motion carried.

Ms. Lammers explained the information contained in the resolution for the Annual OPERS Conversion Plan. Ms. Verhoff motioned to accept the OPERS Conversion Plan, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to accept the Sale of Property Resolution for 2024, seconded by Ms. Verhoff. Motion carried.

Putnam County Health Department

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

Mr. Unverferth 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.

*45811	E2a	FFF Enterprises, Inc.	\$20,000.00
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Mr. Unverferth made a motion to approve the establishment of Fund 147 – Tobacco Grant fund, seconded by Ms. Verhoff seconded the motion. Motion carried.

Ms. Verhoff made a motion to establish the following line items within Fund 147, Tobacco Grant-Health: Revenue - 147 GR – Grant Revenue; 147 AI Advance In; 147 TI Transfer In; Expenditures - 147 SA Salaries and Fringes; 147 OD Other Direct Costs; 147 EQ Equipment; 147 CO Contracts; 147 AO Advance Out; and 147 TO Transfer Out. The motion was seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve the following transfers within 063, Health Fund from E31 (additive income) : \$60,000.00 to E2a (medical supplies) and \$2,000.000 to E2 (office supplies) and in Fund 067, Food Services - \$3,000.00 from 67 SA (salaries) to 67 ST (share to state). Ms. Verhoff seconded the motion. 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. She also provided information about a situation in Gilboa where multiple homeowners did not obtain an easement for the centralized sewer system. The village of Gilboa is looking into a potential loan option for the residents. Ms. Skulina will continue to be in contact with the village. More information will be provided at upcoming meetings.

Environmental Health fees were presented for the second reading. There were no changes in fees from the first reading. Ms. Skulina noted that the public hearing was held the morning of this meeting (November 9) with one individual in attendance.

Ms. Skulina and Ms. Rieman explained that the village of Miller City will be putting out bids for a centralized sewer system with anticipated installation in 2025. They asked for a variance to the Operation and Maintenance Policy to not bring in additional Miller City properties or send renewal notices to homeowners set to begin a new 5 year permit. Ms. Verhoff made a motion to make such exemption to the Operation and Maintenance Policy for the village of Miller City, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to refund Scott and Kimberly Wagner for the cost of an Operation and Maintenance Permit renewal fee, seconded by Ms. Verhoff. Motion carried.

Nursing Division Business:

Ms. Recker reviewed the Nursing Board Report and the October monthly communicable disease report.

In addition to information about the COVID and influenza vaccination season, Ms. Recker provided additional information about the Car Fit Program and the Community Youth Tobacco Prevention Grant that the department was awarded.

Administration Business:

Mr. Unverferth made a motion to appoint Jodie Lammers as the Registrar of the Putnam County Health Department, seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to approve the donation of \$750.00 toward the Pride Survey, seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to approve the revisions to the Translation and Readability Policy, seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to approve the posting of a Health Educator position, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the employee recognition luncheon, seconded by Mr. Unverferth. Motion carried.

The wage increase agenda item was tabled until the December Board of Health meeting. Mr. Unverferth asked that information including years of service be provided with the wage discussion in December.

Putnam County HomeCare and Hospice

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

There were no Then and Nows.

Mr. Unverferth made a motion to appropriate \$250,000 within Fund 101 (Hospice) into 101 TR (Transfer Out) and to transfer \$250,000.00 from 101 TR (Hospice-Transfer Out) into 66 TI (Home Health-Transfer In) and \$200,000 from 101 TR (Hospice-Transfer Out) into 116 TRN (Palliative Care-Transfer In); And to transfer within Home Health (066) \$50,000.00 from 66SA (Salaries) into 66 LR (Contracted/leases). Ms. Verhoff seconded the motion. Motion carried.

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

Agency Update

An agency update was included in the board packet. Mr. Boop reviewed the information within the report. He noted that change in the organizational structure will be proposed in the coming months.

Business Meeting

The wage increase agenda item was tabled until the December Board of Health meeting.

Ms. Karhoff shared with the group that the health insurance premiums for the County and PCHH will increase 8% in 2024.

Ms. Verhoff made a motion to approve the therapy contract with PT Services for 2024, seconded by Mr. Unverferth. Motion carried.

Mr. Boop updated the Board of Health on his activities and ideas for improvement for the agency.

Mr. Boop shared that the agency would benefit from a more developed, consistent education platform for staff and introduced MedBridge. He shared a proposal from the company with the Board of Health. Mr. Unverferth made a motion to enter into a contract with MedBridge, seconded by Ms. Verhoff. Motion carried.

Mr. Boop shared that he is researching CRM's (Customer Relationship Management) options. Ms. Verhoff made a motion to approve entering into a contract with a CRM, seconded by Mr. Unverferth. Motion carried. Mr. Boop will receive Prosecutor Lammers' approval prior to signing the contract.

Mr. Boop discussed a potential on-call proposal for the agency's CNP's. Mr. Unverferth made a motion to extend what the nurses get for Holiday on call to the CNP's for Thanksgiving (\$35), seconded by Ms. Verhoff. Motion carried. The Board desired to table a long-term decision on the oncall pay for holidays and weekends until a decision is made on a new salary structure with the CNP's input.

Mr. Boop discussed a proposal from Vector Business Consulting to assist the agency with revenue cycle management and financial viability and proposed entering into a contract with this group in lieu of

obtaining these services from McBee. Ms. Verhoff made a motion to enter into a contract with Vector Business Consulting for up to \$5,000.00, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to recruit a Customer Service Representative/Scheduler. Ms. Verhoff seconded the motion. Motion carried.

An employee at PCHH exceeded her FMLA allotted hours and has requested leave without pay. Ms. Rieman reached out to our HR attorney group for guidance in this matter.

Ms. Verhoff asked about the Audit findings for the Health District. Ms. Rieman will put information together for the next Board of Health Meeting.

Ms. Verhoff made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 7:35 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