

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
December 15, 2023**

The regular monthly meeting of the Putnam County Board of Health was held Friday, December 15, 2023, at the Putnam County Health Department Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Kyle Stechschulte, Mr. Joe Burkhart, and Mr. Cory Unverferth. Present from the Putnam County Health District were: Health Commissioner Kim Rieman; Director of Nursing Sherri Recker; Grant/Fiscal and HR Specialist, Jodie Lammers; Therapy Supervisor, Stacy Alt, Director of Putnam County Homecare and Hospice Trent Boop and Home Health Care Coordinator, Christy Altstaetter. Brad Brubaker was a guest at the meeting.

The meeting was called to order at 8:32 AM by Kyle Stechschulte.

Mr. Burkhart made the motion to approve the minutes from the November 8, 2023 Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

The financial audit for the years ending December 31, 2021 and 2022 was completed in the fall. All Board of Health members received the report directly from the Auditor, State of Ohio. Ms. Rieman presented a report and reviewed the areas of improvement as well as the actions that will be taken to address the items noted.

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.

There were no Appropriation Transfers.

Ms. Verhoff made a motion to approve the minus appropriations from line items that were over-appropriated at the end of the audit period. Mr. Unverferth seconded the motion. Motion carried.

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

Mr. Burkhart made a motion to approve the 2024 budget for Putnam County Homecare and Hospice. Mr. Unverferth seconded the motion. Motion carried.

Agency Update

Mr. Boop reviewed the agency report. Angie Keeran and Dana Schnipke resigned since the November meeting. A powerpoint presentation highlighting the progress of the last 90 days was shared with the Board of Health prior to the meeting. Mr. Boop reviewed this information with the Board and included some next steps to take place in the 1st quarter of 2024.

Business Meeting

Mr. Burkhart made a motion to approve the change in status of Deanna Burnet from part time to PRN. The motion was seconded by Ms. Verhoff. Motion carried.

Mr. Unverferth made a motion to change all full time employees to salaried positions, seconded by Ms. Verhoff. Motion carried.

Mr. Boop discussed the proposed changes to the on call policy for providers. Mr. Unverferth made a motion to approve the policy, seconded by Mr. Burkhart. Motion carried.

Mr. Unverferth made a motion to approve the hiring of Teresa Weekly as the CSR/Scheduler and Tiffany George as the Business Development Representative. The motion was seconded by Mr. Burkhart. Motion carried.

Mr. Boop shared that Trilogy (The Meadows of Leipsic, Ottawa and Kalida) have agreed to serve as our GIP, a condition that must be met for our Hospice program. Mr. Burkhart made a motion to approve to change our GIP to Trilogy effective January 19, 2024, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to increase PCHH employees salary 3% beginning the first pay in 2024. The motion was seconded by Mr. Burkhart. Motion carried.

The Board of Health Meetings in 2024 will be moved to Putnam County HomeCare and Hospice.

Putnam County Health Department

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

Mr. Unverferth made a motion, seconded by Mr. Burkhart 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.

45816 E30	\$ 5,000.00	45816 E2	\$ 2,000.00
45817 172 ODE	\$10,000.00	45817 172 EQE	\$ 9,000.00
45817 172 COE	\$10,000.00	45818 125 WPCLF	\$50,000.00
45819 172 EQE	\$30,300.00		

Ms. Verhoff motioned to appropriate \$155,000.00 into 125 TO (Septic-Transfer Out). The motion was seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to accept the following transfers within Fund 172 (Enhanced Operations); \$87,795.03 from 172 SAE (Salaries) into 172 TO (Enhanced Operations-Transfer Out), \$87,795.03 from 172 TO (Enhanced Operations-Transfer Out) and \$155,000.00 from 125 TO (Septic-Transfer Out) to 63 N (Health-Transfer In): transfer within Fund 96 (Water) \$50.00 from line item 96 SA (salaries) into 96 IN (Insurance) and within 063 (Health) \$10.00 from 63 C (Immunizations) to 63 G (BCMH) and \$7,5000 from E31 (Additive Income) into E30 (Marketing/Wellness). Ms. Verhoff seconded the motion. Motion carried.

Mr. Burkhart made a motion to approve the minus appropriations from line items that were over-appropriated at the end of the audit period. Mr. Unverferth seconded the motion. Motion carried.

Mr. Unverferth made a motion to approve the 2024 budget for the Putnam County Health Department. Ms. Verhoff seconded the motion. Motion carried.

Environmental Division Business:

The November 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.

Proposed 2024 Environmental Health fees were presented for the third reading. There were no changes in fees from the first or second reading. Mr. Unverferth made a motion to approve and accept the 2024 Environmental Health Fees, seconded by Mr. Burkhart. Motion carried.

Nursing Division Business:

Ms. Recker reviewed the Nursing Board Report and the November monthly communicable disease report. An update on our COVID and RSV vaccination activity was provided.

Ms. Recker shared proposed revisions to our Vaccine Billing Policy. Ms. Verhoff made a motion to approve the revised Vaccine Billing Policy, seconded by Mr. Unverferth. Motion carried.

Mr. Burkhart motioned to approve entering into contract with 13 ABC for the CHIP Marketing Campaign. Ms. Verhoff seconded the motion. Motion carried.

Administration Business:

Mr. Burkhart made a motion to accept the resignation of Bridget Fischer as Public Information Officer for the Health Department, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff motioned to approve the Health Educator Position Description, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart motioned to approve the Health Educator position to be a classification C at the wage scale of \$24.00 to \$31.00. Ms. Verhoff seconded the motion. Motion carried.

The MOU with Henry County Health Department for the Adolescent Health Resiliency Grant was included in the Board Packet. The MOU was reviewed and approved by Prosecutor Gary Lammers. Mr. Burkhart made a motion to approve entering into the MOU, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman spoke briefly about the passage of Issue 2 – Recreational Marijuana, the potential negative community health effects and legislative activity. Local legislative or policy changes may be needed to address these safety and health concerns.

Revised Personnel Policies Chapter 1 and 2 were included in the Board Packet. Ms. Verhoff made a motion to approve the revised policies, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve 4% wage increases for all Putnam County Health Department employees, seconded by Ms. Verhoff. Motion carried.

A draft of the Organizational Chart was shared with the Board of Health members. The chart will be brought to an upcoming meeting for approval.


Mr. Unverferth made a motion to approve the 2024 Health Commissioner contract, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the 2024 Medical Director Contract, seconded by Mr. Unverferth. Motion carried.

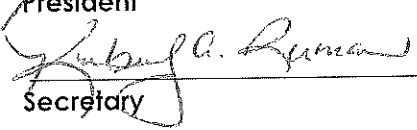
Ms. Rieman shared her concerns about the space at the Health Department that will result from the need to hire additional staff as a result of new grants, including the Workforce Development Grant. More information will be brought to upcoming meetings.

Mr. Burkhart made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 9:49 AM.

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