

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
January 10, 2024

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, January 10, 2024, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Mr. Joe Burkhart, Ms. Mary Kay Verhoff, 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; Grant/Fiscal and HR Specialist Jodie Lammers; Business Supervisor, Jennifer Karhoff; Therapy Supervisor, Stacy Alt; Home Health Care Coordinator Christy Altstaetter, and Director Trent Boop. Guests of the meeting included Vince Schroeder and John Schlumbohm, Putnam County Commissioners; Brian Hilvers, EMA Director and Trae Gulgin, Epidemiologist for Henry and Putnam Counties. Deb Schlumbohm was also in attendance.

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

Mr. Burkhart made the motion to approve the minutes from the December 15, 2023 Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

Trae Gulgin, Epidemiologist presented a report that he compiled titled "Covid-19 Response Timeline – Analyzing Global, Federal, State and County Response for Effective Pandemic Management". After presenting the information, Mr. Gulgin asked Board Members to share with him other information they would like to see in the report before it is finalized. A short discussion followed. Mr. Gulgin will work to make additions noted by the Board. This presentation counts towards the Board of Health Continuing Education requirement for 2024.

Ms. Rieman noted that the department received another complaint from Ms. Ann Rayle against her neighbor, Mr. Jacob Otto. In addition to contacting our department, she has also contacted Putnam County Soil and Water and the Ohio Environmental Protection Agency. Staff from our agency, as well as the agencies listed and Mr. Brian Hilvers, Putnam County Emergency Management Agency, have all visited the site and no nuisance conditions have been noted. Mr. Hilvers was present at the meeting. Since the last meeting, Mr. Otto has followed through with all requests of the Health Department including having a registered septage hauler pump his camper wastewater holding tank and installing a septic system. The septic system has been approved by the Health Department on January 5, 2024.

Ms. Skulina asked the Board how to proceed with continued complaints from Ms. Rayle now that he has a functioning septic system and complaints have been unfounded. The Board encouraged Ms. Skulina and Ms. Rieman to speak with Prosecutor Gary Lammers and follow his direction.

Ms. Rieman shared that the County Commissioners approved a resolution adjusting the vacation accrual based on years of service as well as allowing staff to use vacation time after 6 months of employment. The Resolution was shared with the Board for review. Dr. Brandeberry made a motion to approve the vacation changes as noted in the county resolution for employees of Putnam County Health Department and Putnam County HomeCare and Hospice, seconded by Mr. Burkhart. Motion carried.

Putnam County HomeCare and Hospice

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

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

PO# 45218	\$ 80,000.00	PO# 45219	\$ 190,000.00	PO# 45220	\$ 175,000.00
PO# 45221	\$ 190,000.00	PO# 45222	\$ 505,000.00	PO# 45223	\$ 610,000.00
PO# 45224	\$ 140,000.00	PO# 45225	\$ 7,500.00	PO# 45226	\$ 15,000.00
PO# 45227	\$ 25,000.00	PO# 45228	\$ 59,000.00	PO# 45229	\$ 21,000.00
PO# 45230	\$ 29,000.00	PO# 45231	\$ 97,000.00	PO# 45232	\$ 38,000.00
PO# 45233	\$ 40,000.00	PO# 45234	\$ 155,000.00	PO# 45235	\$ 68,000.00

There were no Appropriation Transfers

Dr. Brandeberry made a motion to approve the 2023 4th Quarter Credit Card Report for PCHH, seconded by Ms. Verhoff. Motion carried.

The Board of Health reviewed the 2023 December and End of Year Financials that were included in their packets.

Agency Update

An agency update was included in the board packet. Mr. Boop reviewed the information within the report.

Business Meeting

Dr. Brandeberry made a motion to approve the United Way Funding Allocation request of \$20,000.00. Ms. Verhoff seconded the motion. Motion carried.

Mr. Burkhart made a motion to approve leave without pay for Tonya Rayburn, Aide, seconded by Dr. Brandeberry. Motion carried.

Mr. Burkhart made a motion to abolish the Home Health and Hospice Care Coordinator positions, seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry made a motion to establish the Clinical Manager position, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the revised organizational chart for Putnam County HomeCare and Hospice as presented by Mr. Boop. Mr. Burkhart seconded the motion. Motion carried.

Mr. Burkhart made a motion to accept the retirement of Kathy Rellinger, Volunteer Coordinator, effective March 29, 2024. The motion was seconded by Dr. Brandeberry. Motion carried.

The Quality Improvement quarterly report was included in the packet. Mr. Boop explained that the agency's approach to QI and reporting will change in 2024. More information will be presented at upcoming Board of Health meetings. Ms. Verhoff noted that she will attend the next QI quarterly meeting.

Alternate Location Discussion was tabled until the February meeting.

Putnam County Health Department

Fiscal Business:

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

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

46721	\$10,000.00	46722	\$ 10,000.00	46723	\$ 8,000.00	46724	\$70,000.00
46725	\$85,000.00	46726	\$100,000.00	46727	\$25,000.00	46728	\$50,000.00
46730	\$35,000.00	46942	\$ 10,000.00	46943	\$ 5,000.00	46946	\$ 1,000.00
46947	\$20,000.00	46945	\$ 18,000.00	46944	\$ 7,000.00	46948	\$10,000.00
46729	\$18,000.00	46949	\$ 6,000.00	46950	\$10,000.00	46951	\$65,000.00
46952	\$10,000.00	46953	\$ 1,000.00	46954	\$10,000.00	45823	\$ 150.00
45822	\$ 620.00	45824	\$ 220.00	46716	\$ 5,500.00	46708	\$ 1,750.00
46707	\$ 7,000.00	45821	\$ 10,000.00	45820	\$ 8,000.00	46713	\$25,000.00
46712	\$25,000.00	46711	\$ 5,000.00	46710	\$20,000.00	46709	\$ 5,000.00
46718	\$12,000.00	46720	\$120,000.00	46719	\$20,000.00	46714	\$17,000.00
46717	\$38,000.00	46715	\$ 40,000.00	46955	\$ 300.00		

There were no Appropriations

There were no Transfers.

The 2023 Year end Revenue and Expenditure Report was included in the packet. Dr. Brandeberry made a motion to approve the report, seconded by Mr. Burkhardt. Motion carried.

Dr. Brandeberry made a motion to approve the 2023 4th Quarter Credit Card Report for PCHD, seconded by Ms. Verhoff. Motion carried.

Environmental Division Business:

Ms. Skulina reviewed the December 2023 Environmental Health and Operation and Maintenance Reports that were included in the Board packet.

The 2023 EH Program Review will be presented at the February Board of Health meeting.

Nursing Division Business:

The December 2023 Nursing Board Report was included in the Board of Health packet and was reviewed with those in attendance.

Administrative Business:

The 2023 Strategic Plan year end report was shared with those in attendance. Ms. Rieman noted that the department was successful in accomplishing the activities noted in the Strategic Plan. In addition, Ms. Rieman shared some additions to the Strategic Plan for 2024. Dr. Brandeberry made a motion to

approve the Strategic Plan 2023 End of Year report, seconded by Mr. Burkhart. Motion carried. Ms. Rieman noted that in 2024 the agency will be going through our next Strategic Planning process.

Ms. Rieman also shared the progress on the 2022/2023 Workforce Development Goals as well as the proposed 2024 Workforce Development Goals. Ms. Verhoff made a motion to approve the 2022/2023 Workforce Development update and the 2024 proposed goals. Dr. Brandeberry seconded the motion. Motion carried.

Mr. Burkhart made a motion to approve the hiring of a Health Educator once a qualified candidate is identified. Ms. Verhoff seconded the motion. Motion carried.

Ms. Rieman noted that an agenda item for an upcoming meeting will be agency's plans for the Solar Eclipse on April 8, 2024.

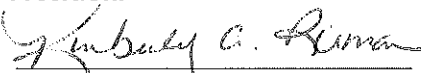
Mr. Burkhart brought up the concern of space at the Putnam County Health Department. More will be discussed at upcoming meetings.

Mr. Burkhart made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:23 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