

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
April 10, 2024**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, April 10, 2024, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Mr. Kyle Stechschulte, Mr. Joe Burkhart, Ms. Mary Kay Verhoff, Dr. Kent Brandeberry and Ms. Noralu Kahle. Present from the Putnam County Health District were: Health Commissioner Kim Rieman; Grant/Fiscal and HR Specialist Jodie Lammers; Director of Nursing Sherri Recker, and Director of Putnam County Homecare and Hospice Trent Boop.

The meeting was called to order at 6:02 PM by Kyle Stechschulte.

Mr. Burkhart made the motion to approve the minutes from the March 13, 2024 Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

**Putnam County Health Department**

**Fiscal Business:**

Ms. Verhoff made a motion to approve expenditures for March 2024, seconded by Ms. Kahle. Motion carried.

There were no Then and Now Resolutions.

There were no Appropriations.

There were no Transfers.

The 2024 1<sup>st</sup> Quarter Revenue and Expenditure Reports were sent to the Board of Health prior to the meeting and reviewed by Ms. Rieman and Ms. Lammers. Mr. Burkhart made a motion to approve the reports, seconded by Ms. Verhoff. Motion carried.

The 2024 1<sup>st</sup> Quarter Credit Card report for PCHD was included in the materials provided to the Board of Health. Ms. Verhoff motioned to approve the report, seconded by Ms. Kahle. Motion carried.

**Environmental Division Business:**

Ms. Rieman reviewed the EH and Operation and Maintenance Monthly Review. In addition to information about the O&M and Food Programs, Ms. Rieman shared that Ms. Beth Skulina and Ms. Lisa Pope made changes to the O&M procedure. These changes will make the program better for our staff and our residents.

**Nursing Division Business:**

Ms. Recker shared the Nursing Report with the Board of Health. In addition to the monthly communicable disease update, she provided updates about the Tobacco Grant and

encouraged those present to complete the survey that has been sent to the community. In addition, our agency will be applying for the Creating Healthy Communities Grant and will take part in the application for the One Ohio grant.

### **Administrative Business:**

Proposed changes to Chapter 3 of the Health Department's Personnel Policies were shared with the Board of Health. While discussing the potential changes, multiple questions were raised about the current and proposed policies. The Board asked to table the approval of the policies until the next meeting.

The renewal period for Health Insurance for Putnam County Health Department employees is May 1, 2024. Because of a high proposed renewal, Ohio Insurance Services put our information out for bids for other plans. The information for three plans was shared with the Board of Health. Dr. Brandeberry motioned to approve a bid from Aetna with similar deductibles and copays as the current plan, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman shared with the Board that she is working with the Diversity Center of Northeast Ohio to provide our staff equity trainings that are a requirement with the Public Health Workforce Grant. Tentative training dates are June 6 and September 12. Staff from other public agencies including PCHH will be invited to attend.

Ms. Rieman noted that she is looking into contracts for Accreditation and Strategic Planning support.

Ms. Rieman noted that the Enhance Operation (EO23) grant has been extended to December 2025. The Health Department can apply for additional funds. Building renovations can be included as a cost to this grant.

### **Putnam County HomeCare and Hospice**

Mr. Burkhart made a motion to approve the expenditures for March 2024, seconded by Ms. Verhoff. Motion carried.

There were no Then and Now Resolutions.

Dr. Brandeberry made a motion to approve the transfer of \$250,000 from Hospice (Fund 101) to Home Health (Fund 66). Ms. Kahle seconded the motion. Motion carried.

The 2024 1<sup>st</sup> Quarter Credit Card report for PCHH was included in the materials provided to the Board of Health. Mr. Burkhart motioned to approve the report, seconded by Dr. Brandeberry. Motion carried.

### **Agency Update**

Mr. Boop reviewed the Power Point titled "PCHH Report Highlights – Board Meeting April 2024." Information included in the presentation were progress on the agency's KPI's: Culture, RCM, QAPI and Growth; 1<sup>st</sup> Quarter Financials; continued work with Health Revenue Partners and KanTime to improve billing outcomes; and information on two potential new contracts that will assist PCHH in meeting goals.

**Business Meeting**

Dr. Brandeberry made a motion to approve the change in status of Leonna Stauffer, PTA from PRN to Part time, seconded by Ms. Kahle. Motion carried.

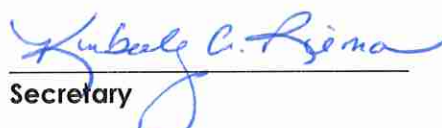
Ms. Verhoff made a motion to approve entering into a contract with Careport, pending contract approval from Prosecutor Lammers. The motion was seconded by Dr. Brandeberry. Motion carried.

Mr. Burkhart made a motion to approve entering into a contract with Worldview, pending contract approval from Prosecutor Lammers. The motion was seconded by Ms. Kahle. Motion carried.

Mr. Burkhart made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 7:45 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.**

  
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President

  
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Secretary