

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
June 12, 2024**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, June 12, 2024, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, Ms. Noralu Kahle, Mr. Joe Burkhart and Dr. Kent Brandeberry. Present from the Putnam County Health District were: Health Commissioner Kim Rieman, Director of Putnam County Homecare and Hospice Trent Boop, Director of Nursing Sherri Recker, Interim Director of Environmental Health Beth Skulina and Dr. Jacinta Eickholt, Medical Director. Susan Meyer was a guest at the meeting.

The meeting was called to order at 6:00 PM by Mr. Burkhart.

Dr. Brandeberry made the motion to approve the minutes from the May 8, 2024 Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the Bylaws for the Putnam County Board of Health, seconded by Dr. Brandeberry. Motion carried.

Putnam County Health Department

Fiscal Business:

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

Dr. Brandeberry 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 46964	The Diversity Center of Northeast Ohio	\$10,000.00
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Ms. Kahle made a motion to approve the appropriation of \$10,000 within Fund 128, Get Vaccinated Fund, to 128 ODC (Other Direct Costs). Ms. Verhoff seconded the motion. Motion carried.

There were no Transfers.

Environmental Division Business:

The EH and Operation and Maintenance Monthly Review was sent to the Board prior to the meeting. Ms. Skulina offered to answer questions of the Board of Health.

Mr. Tom Hiatt, a sewage contractor asked for the refund of his sewage contractor registration fees for Putnam County. Ms. Kahle made a motion to refund his \$200.00 registration fee, seconded by Dr. Brandeberry. Motion carried.

Mr. Dennis Bockrath was originally not going to become a registered sewage contractor to install septic systems in Putnam County in 2024 and didn't complete the 6 continuing education hours needed to be registered for this calendar year. He later decided that he wanted to become certified and completed 6 CEH's in 2024. Mr. Bockrath is asking the Board for a variance to be able to use his CEH's completed in 2024 for his 2024 registration. Ms. Verhoff made a motion to approve the variance, seconded by Ms. Kahle. Motion carried.

Ms. Skulina described a property in Vaughnsville that is in need of a new septic system. Upon conversation with the soil scientist, it appears that a system can be installed without the need of a variance. Ms. Skulina shared that Boards of Health from other counties have allowed systems to be installed that have reduced length along contour but with the same square footage to fit on small lots to avoid the need to install an off-lot discharging system, which is very costly to the homeowner to operate in compliance. While it appears that a system can be installed on this property that does not require a length reduction, Ms. Verhoff made a motion to consider a variance to approve a reduction in length along contour if further evaluations determines that that the proposed septic system cannot fit on this property. Ms. Kahle seconded the motion. Motion carried.

There was a fire to the home located at 7811 Road 15-C. The property has a tank and an outlet with no secondary treatment area. Ms. Meyer, who was present at the meeting asked for a variance to connect her new home to the tank and outlet. Ms. Skulina shared that her understanding of Ohio Administrative Code does not allow for the connection as a tank and an outlet is considered a public health nuisance condition. Ms. Meyer noted that her contractor and insurance company said that this has been done previously. The Board asked Ms. Skulina to speak with the Ohio Department of Health and to also reach out to Prosecutor Gary Lammers for their opinions on this matter. Ms. Skulina will do so immediately and will communicate with the Board of Health when information is obtained.

Nursing Division Business:

Ms. Recker reviewed the PCHD Nursing Report that was included in the Board Packets.

In addition, Ms. Recker shared that Toledo/Lucas County Health Department reached out to us with an opportunity perform an assessment of drug use, overdoses and prevention in the community, followed by the development of programming to address the information found from the assessment. A contract to establish the terms of this project was shared with Prosecutor Gary Lammers for his review and was included in the Board materials. Ms. Rieman noted that Mr. Lammers approved of the contract. Dr. Brandeberry approved entering into the contract with Toledo/Lucas County Health Department for the purposes of this project, seconded by Ms. Verhoff. Motion carried.

Administrative Business:

Personnel Policies Chapters 3 and 4 were shared with the Board of Health prior to the meeting. Areas of changes, additions and deletions were highlighted for review. Dr. Brandeberry made a motion to approve Personnel Policies Chapters 3 and 4, seconded by Ms. Verhoff. Motion carried. Ms. Rieman shared the results of the Strategic Plan SWOT/SOAR Survey and stated that the initial meeting with the staff went very well. The next step in our process is the survey of partners and community members. Those surveys went out on Monday and Tuesday, June 10 and 11.

Putnam County HomeCare and Hospice

Dr. Brandeberry made a motion to approve the expenditures for May 2024, seconded by Ms. Verhoff. Motion carried.

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

Ms. Boop reviewed the Profit and Loss Report during the PCHH Agency Update.

Agency Update

Mr. Boop reviewed the Power Point titled "PCHH Agency Update – 6/11/2024." Information included in the presentation were highlights/updates of Culture, RCM, QAPI and Growth. Mr. Boop compared the Profit/Loss Year to Date to 2023. SHP results were also shared with the Board of Health. Mr. Boop highlighted successes as well as areas that are in need of improvement.

Ms. Rieman shared with the group that the CMS Cost Report was submitted. The report that follows will be shared with the Board of Health.


Business Meeting

Mr. Boop shared that the agency was given the opportunity for two individuals to attend the CHAP annual presentation in North Carolina. The registration will be covered by this invitation, but the agency will need to pay for travel, lodging and meals not provided during the conference. Dr. Brandeberry motioned to approve this out of state travel to North Carolina, seconded by Ms. Verhoff. Motion carried.

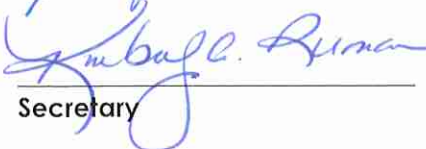
Mr. Boop shared that he will be having surgery in the near future and was uncertain if his existing vacation and sick leave will cover the time he needs for recovery. Ms. Kahle made a motion to approve leave without pay if needed, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 7:46 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