

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
May 8, 2024**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, May 8, 2024, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Mr. Kyle Stechschulte, Ms. Mary Kay Verhoff and Ms. Noralu Kahle. Present from the Putnam County Health District were: Health Commissioner Kim Rieman and Director of Putnam County Homecare and Hospice Trent Boop. John Schlumbohm, Putnam County Commissioner was a guest at the meeting.

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

Ms. Kahle made the motion to approve the minutes from the April 10, 2024 Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

Putnam County Health Department

Fiscal Business:

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

There were no Then and Now Resolutions.

There were no Appropriations.

Ms. Kahle made a motion to approve the following transfers within Fund 63 (Health): \$10,000.00 from E31 (Additive Income) to E30 (Wellness/Marketing); \$10,000.00 from E6 (Contingency Reserve) to E30 (Wellness/Marketing); and \$1,000.00 from E21 (PHEP) to E10A (Hospital Insurance). The motion was seconded by Ms. Verhoff. Motion carried.

Environmental Division Business:

Ms. Rieman reviewed the EH and Operation and Maintenance Monthly Review. In addition to the update of the O & M program, the report contained an update from the food program and work at the Gilboa Quarry to increase the campsites at that location. Ms. Rieman also shared that we are experiencing some issues with the United States Postal Service in delivering mail, including our Certified mailings sent for our O & M program.

Ms. Verhoff made a motion to approve a refund of \$425.00 to Mr. Jacob McDaniel because of a duplicate payment of a water permit. Ms. Kahle seconded the motion. Motion carried.

Nursing Division Business:

Ms. Rieman shared the Nursing Report with the Board of Health. In addition to the monthly communicable disease update, the report highlighted that Ms. Recker has been involved in the

writing of two grants – the Creating Healthy Communities Grant and the One Ohio Grant. The Health Department will hold Tai Chi classes beginning in June. In addition, the No Wrong Door kick off was a success. Three PCHD staff members attended the training.

Administrative Business:

Three contracts were shared with the Board prior to the meeting. All contracts were shared with and approved by Putnam County Prosecutor, Gary Lammers.

Ms. Kahle made a motion to approve the contract with The Diversity Center of Northeast Ohio for health equity presentations, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the contract with the Public Health Services Council of Ohio (PHSCO) for Accreditation services, seconded by Ms. Kahle. Motion carried.

Ms. Verhoff made a motion to approve the contract with PHSCO for Strategic Planning services, seconded by Ms. Kahle. Motion carried. Ms. Rieman shared that the Strategic Planning process will begin soon. A survey will be sent to PCHD staff and Board of Health members to kick off the process.

The Strategic Plan progress report for the first quarter of 2024 was shared with the Board of Health. Ms. Kahle motioned to approve the progress report, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to hire Christopher Brown as a temporary REHSIT (Registered Environmental Health Sanitarian in Training). Ms. Kahle seconded the motion. Motion carried. His start date with the agency will be contingent on his approval by the ODH Sanitarian Board.

Ms. Rieman recommended tabling the Chapter 3 Personnel Policies until the next meeting.

Putnam County HomeCare and Hospice

Ms. Verhoff made a motion to approve the expenditures for April 2024, seconded by Ms. Kahle. 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 – 5/8/2024." Information included in the presentation were highlights/updates of Culture, RCM, QAPI and Growth; a financial review including work completed on the Break Even Analysis; and a brief report of the SHP Clinical Scorecard.

Business Meeting

Ms. Kahle made a motion to approve a 2% wage increase for Christopher Trent Boop for the successful completion of his probationary period, seconded by Ms. Verhoff. Motion carried. Mr. Boop expressed his interest in establishing an incentive-based compensation plan for himself and potentially other members of the leadership team at Putnam County HomeCare and Hospice. Additional information and a proposal for this type of compensation plan will be brought to an upcoming meeting. The pay increase will be retroactive to the date his probation ended.

Ms. Verhoff asked for a different method of showing financial information that will make comparing to previous months/years easy to observe. Ms. Verhoff noted that she would like that information with each service line. Mr. Boop noted that he will work on this for the next meeting.

Mr. John Schlumbohm asked about the Health Department's interest in joining the County Commissioner's CEBCO Health Insurance Program. Ms. Rieman noted that there was an interest in joining in 2025.

Ms. Verhoff made a motion to adjourn, seconded by Ms. Kahle. Motion carried. The meeting adjourned at 6:46 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.



Mary Kay Verhoff

President



Lyubov A. Rieman

Secretary