

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
July 9, 2025**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, July 9, 2025, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Joe Burkhart and Ms. Noralu Kahle. Present from the Putnam County Health District were: Health Commissioner Kim Rieman, Director of Nursing and Health Promotion Sherri Recker, Director of Fiscal and Human Resources Jodie Lammers, Director of Environmental Health Beth Skulina, and Director of PCHH Trent Boop. Mr. Brad Brubaker, County Commissioner, was a guest of this meeting. Calvin Robinson of Vector Business Consulting attended remotely to present information to the Board of Health.

The meeting was called to order at 6:01 PM by Mr. Burkhart.

Ms. Verhoff made the motion to approve the minutes from the June 11, 2025 Board of Health Meeting, seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared that the financial audit for the years ending December 31, 2023 and 2024 began July 2 and is expected to be completed by the end of August.

Putnam County Health Department

Fiscal Business:

Ms. Verhoff made a motion to approve expenditures for June 2025, seconded by Ms. Kahle. Motion carried.

Ms. Kahle made a motion to increase appropriations within:

Fund 8095, Campgrounds & Trailer Parks;

- 8095-46-380-502000 \$ 120.00 OPERS
- 8095-46-380-502100 \$ 50.00 Medicare Tax
- 8095-46-380-502200 \$ 50.00 Workers Comp
- 8095-46-380-50100 \$ 500.00 Salaries
- 8095-46-380-506000 \$ 250.00 Other Expenses

Fund 8093, MRC Grant;

- 8093-46-380-503000 \$4,400.00 Contracts

Fund 8094, Pools;

- 8094-46-380-501100 \$ 400.00 Salaries

Fund 8125, Septic;

- 8125-46-380-502000 \$ 5,000.00 OPERS
- 8125-46-380-502100 \$ 1,000.00 Medicare Tax
- 8125-46-380-502200 \$ 1,000.00 Workers Comp
- 8125-46-380-502300 \$20,000.00 Hospitalization

Fund 8147, Tobacco;

- 8147-46-380-501100 \$ 5,000.00 Salaries

Ms. Verhoff seconded the motion. Motion carried.

There were no Purchase Orders/Requisitions.

Ms. Verhoff made a motion to approve the following payments once the invoices are obtained, seconded by Di. .. BmndebeFPy. Motion carried.

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| • Ohio Division of Real Estate | TBD |
| • Elon Financial Services (CC#1) | TBD |
| • Elon Financial Services (CC#2) | TBD |

Ms. Kahle made a motion to approve the 2025 2nd Quarter Credit Card Report for the Putnam County Health Department, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the June 2025 PCHD Financial Reports, seconded by Ms. Kahle. Motion carried.

Environmental Division Business:

Ms. Skulina reviewed the Environmental Board of Health report with those present.

Ms. Skulina also shared an update on the sewer projects in Gilboa and Miller City and asked for guidance on whether or not to send Operation and Maintenance notices to properties coming on to the program or due for renewals. Discussion followed. It was determined that Operation and Maintenance notices would be sent to the properties in Gilboa. The department will delay the notices for Miller City properties until more is known about their timeline.

Nursing/Health Promotion Division Business:

Ms. Recker reviewed the PCHD Nursing/Health Promotion Report that was included in the Board Packet. The communicable disease report revealed an increase in cases of Lyme Disease. Ms. Recker also shared updates on the Get Vaccinated and the Tobacco Use Prevention Grants that started on July 1. The Community Survey for our Community Health Assessment (CHA) has been sent out to community partners and Ms. Recker encouraged those present to complete the survey.

Ms. Verhoff made a motion to approve the contract with Brookhill for Nursing Services upon approval from Prosecutor Gary Lammers, seconded by Ms. Kahle. Motion carried.

Administrative Business:

Ms. Kahle made a motion to approve the contract with Angela Recker for Public Health Emergency Preparedness (PHEP) Services upon approval from Prosecutor Gary Lammers. The motion was seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the hiring of Linda Ellerbrock for the position of Nursing Administrative Assistant, seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared the 2nd Quarter 2025 update of the Health Department's Strategic Plan. Ms. Verhoff motioned to approve the report, seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared that she and 3 other Health Commissioners from neighboring counties met with Representatives Klopfenstein and Hoops. Both representatives reported that Property Tax reform will continue to be a pressing issue. The Association of Ohio Health Commissioners (AOHC) will be working with legislators on this issue. She also noted that the state laboratory received a slight increase in funding, but not at the level requested by ODH.

On the federal level, our PHEP grant has received a 28% reduction.

Putnam County HomeCare and Hospice

Ms. Verhoff made a motion to approve expenditures for June 2025, seconded by Ms. Kahle. Motion carried.

There were no Then and Now Purchase Orders.

Ms. Verhoff made a motion to approve the transfer of \$150,000 from Fund 8101 (Hospice) to Fund 8066 (Home Health), seconded by Ms. Kahle. Motion carried.

Ms. Verhoff made a motion to approve the 2025 2nd Quarter Credit Card Report for Putnam County HomeCare and Hospice, seconded by Ms. Kahle. Motion carried.

The June Financials as well as the 2nd Quarter PCHH Financial Reports were included in the agency report. Ms. Verhoff made a motion to approve the reports, seconded by Ms. Kahle. Motion carried.

Agency Update

Mr. Boop shared a brief update on the census, new staffing and 501 c3 and the benefits of accrual based accounting. Calvin Robinson from Vector Business Consulting then provided a brief report on the annual Cost Report for the agency. This recap showed reviewed the purpose of the cost report and some suggestions for improvement for the agency. In addition, Mr. Robinson reviewed information showing how more specific financial reporting would be helpful in showing the financial situation of the agency and could help in agency planning.

Business Meeting

The Quarterly QI report was included in the materials provided to the Board prior to the meeting. Mr. Boop shared a brief Marketing update and noted that we are still looking for a Business Development Representative.

Ms. Verhoff made a motion to approve the Annual Agency Evaluation, seconded by Ms. Kahle. Motion carried.

Ms. Verhoff made a motion to adjourn, seconded by Ms. Kahle. Motion carried. The meeting adjourned at 7:24 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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Secretary