

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
August 14, 2024

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, August 14, 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 Nursing Sherri Recker, Fiscal/Grant and HR Specialist Jodie Lammers, and Director of PCHH, Trent Boop. Putnam County Commissioner John Schlumbohm was a guest of the meeting.

The meeting was called to order at 6:03PM by Mr. Burkhart.

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

Ms. Verhoff made a motion to approve the acceptance of amounts and rates of 2025 budget as certified by the Budget Commission, seconded by Dr. Brandeberry. Motion carried.

Putnam County Health Department

Fiscal Business:

Dr. Brandeberry made a motion to approve expenditures for July 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:

- \$5,126.43 from Fund E15 (General-Transfer Out) into 73 TI (PHEP Transfer In) for epidemiologist surveillance and investigation contract match.
- \$6,554.16 from 63 H (Birth and Death-General) into 63 D (State and Federal Funds-General) MAC Time Study-2nd Quarter to correct pay-in error #49496
- \$25.00 from 73 COP (Contracts-PHEP) into 73 ODP (Other-PHEP) to correct payment error

The motion was seconded by Ms. Verhoff. Motion carried

Environmental Division Business:

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

Ms. Kahle motioned to approve the refund the payment of 2 temporary food permits (\$100.00) to Terri Prince. Ms. Verhoff seconded the motion. Motion carried.

Ms. Verhoff made a motion to approve the revision of the Policy for Enforcement of Nuisance Complaints to reflect the correct Ohio Revised Code reference (3707.01). The motion was seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared that the Environmental Health Division has fielded multiple questions about bats since our positive rabies report in July. In addition, the department has been very busy with animal bite reports. Finally, EH staff are preparing information for the Auditor's Office for the assessment of taxes for unpaid Operation and Maintenance Program fees.

Nursing Division Business:

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

At the July Board of Health meeting, Ms. Recker described the possibility of contracting with the Hospital Council of Northwest Ohio HUB to assist us in beginning a Community Health Worker (CHW) program in Putnam County. Representatives from the HUB came to the health department in July to discuss how they assist with the training of Community Health Workers and helping agencies begin their program. Ms. Verhoff was present at this meeting. Discussion followed.

Dr. Brandeberry made a motion to approve the participation agreement with the Hospital Council of Northwest Ohio HUB, seconded by Ms. Kahle. Motion carried.

Ms. Verhoff made a motion to approve the recruitment of a Community Health Worker (CHW), seconded by Ms. Kahle. Motion carried.

Ms. Recker shared a draft of the Putnam County Overdose Report (2015-2022) with the Board of Health. Epidemiologist Trae Gulgin prepared this report.

Ms. Recker noted that we are providing Direct Observe Therapy for a TB patient. The patient is under medical care and our CD nurse is working with the physician's office and the patient. The Commissioner's Office is the TB authority in Putnam County and is responsible for the cost of the medications.

At the July meeting, there was a discussion about having an MOU with Allen County Public Health to be a Project Dawn partner but no decision was made. The topic was shared again at this meeting. Ms. Rieman shared that Prosecutor Gary Lammers reviewed the MOU and approved of the language in the agreement with the exception of the indemnification clause. Ms. Kahle made a motion to enter into the MOU, seconded by Ms. Verhoff. Motion carried.

Administrative Business:

Ms. Verhoff made a motion to accept equity terms for the Putnam County Health Department along with their definitions, seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared that the Northwest Ohio Region revised their Mutual Aid agreement that health departments can use when needing assistance with additional personnel, resources, technical resources and expertise from other Health Departments in the region. Gary Lammers reviewed the agreement and approved of the language in the agreement. Dr. Brandeberry made a motion to approve Kim Rieman, Health Commissioner, to use this agreement when needed, seconded by Ms. Kahle. Motion carried.

Ms. Verhoff made a motion to approve the MOU with the MHADAR Board for Overdose Awareness Day, seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared that we have an applicant for the Director of Environmental Health position. Ms. Verhoff joined the interview of this candidate. Ms. Rieman had several follow up conversations with this candidate, including an in person meeting on Monday, August 12. Discussion followed. Ms. Verhoff made a motion to approve the hiring of David Amormino, seconded by Dr. Brandeberry. Motion carried. Mr. Amormino will begin his employment with the Health Department on Monday, September 9, 2024.

Ms. Angela Recker, Emergency Preparedness Coordinator, would like to explore the option of being an independent contractor to complete deliverables in the Public Health Emergency Preparedness (PHEP) grant. The Board of Health is willing to entertain this option. Ms. Rieman will bring a contract for approval at the next meeting.

Ms. Rieman shared a draft of potential changes in the Organizational Chart. This will be brought to the Board of Health at an upcoming meeting.

Putnam County HomeCare and Hospice

Cheryl Schermerhorn and Mr. John Laham joined the meeting remotely to review the findings of the cost report. Included in this report were market insights as well our agency-specific financial results and trends.

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

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

The Profit and Loss Report was included in the packet that was sent to the Board Members prior to the meeting. Mr. Boop reviewed this with the board during his monthly update.

Agency Update

Mr. Boop provided his presentation to the Board of Health. Information included a 15 year look back, as well as YTD (by month) profit margins and end of the year total cash balances. Those present discussed concerns about the decreased revenue. QAPI information, as well as an overview of the SWOT analysis was also provided to the Board of Health.

Business Meeting

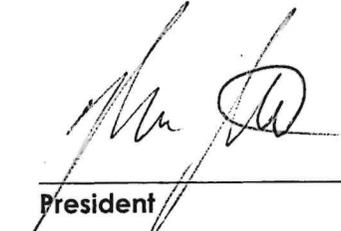
Dr. Brandeberry made a motion to approve a medical leave without pay for Taylor Pack, seconded by Ms. Kahle. Motion carried.

Each year, the Board of Health approves a Delegation of Authority for Health Commissioner Kim Rieman. Mr. Boop proposed having something similar for the Director of PCHH position. The Board was agreeable to this proposal and asked Mr. Boop to bring a draft to an upcoming Board of Health meeting.

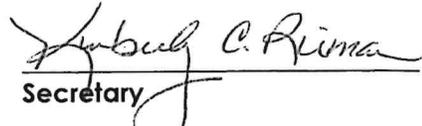
Mr. Boop presented the start of an incentive structure for him and other members of leadership of Putnam County HomeCare and Hospice. He will continue to work on this structure and bring it to the Board of Health at an upcoming meeting.

Dr. Brandeberry made a motion to adjourn, seconded by Ms. Kahle. Motion carried. The meeting adjourned at 8:22 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