

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
December 11, 2024**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, December 11, 2024, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Joe Burkhart, Ms. Noralu Kahle, Mr. Kyle Stechschulte and Dr. Kent Brandeberry. Present from the Putnam County Health District were: Health Commissioner Kim Rieman, Director of Nursing Sherri Recker, Director of Fiscal and Human Resources Jodie Lammers, Director of Environmental Health David Amormino and Director of PCHH, Trent Boop.

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

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

Putnam County Health Department

Fiscal Business:

Mr. Burkhart made a motion to approve expenditures for November 2024, seconded by Dr. Brandeberry. Motion carried.

Mr. Burkhart made a motion, seconded by Ms. Verhoff to approve the following "then and now" purchase orders listed on the resolution and authorize the Auditor to encumber funds for the same – PO 47918 - \$16,000.00; PO 47920 - \$60,000.00 and PO 48160 - \$6,000.00. Motion carried.

There were no appropriations.

Ms. Kahle motioned to allocate \$8,012.72 into 171, Workforce-Transfer Out and then transfer \$8,012.72 from 171 TO, Workforce-Transfer Out into 63 N, General – Transfer In for payment of PHSCO. Ms. Verhoff seconded the motion. Motion carried.

Ms. Lammers explained the need to minus appropriations at the end of the year and provided an example of this resolution from 2023. Ms. Verhoff made a motion to minus appropriations needed for the end of 2024 for PCHD, seconded by Mr. Burkhart. Motion carried.

Ms. Lammers also explained the need for loan forgiveness for OWDA and provided an example from 2023. Ms. Kahle made a motion to appropriate in Fund 125, Septic, to 125 LOAN – Expenditure Loan to cover this loan forgiveness, seconded by Mr. Burkhart. Motion carried.

The 2025 Putnam County Health Department budget was presented to the Board of Health. Ms. Verhoff made a motion to approve the budget, seconded by Dr. Brandeberry. Motion carried.

Environmental Division Business:

A list of Environmental Health items to be discussed was shared with the Board of Health prior to the meeting.

Mr. Amormino provided an update of the Operation and Maintenance activity as renewal and 1st round letters have been mailed. The Board will continue to be updated as the process continues and 2nd and 3rd round letters are sent.

Mr. Amormino provided brief updates for the food, septic and private water programs. Information was brought to our attention of unclear language on our Operation and Maintenance Permits. Our office will be working to clarify the language on our permits. Of note, work is continuing at new Community Market as they remain open. *One day following the meeting, it was noted that all work was completed and the license will be approved.*

Mr. Amormino noted that several staff residing in the Ottawa area have had elevated radon gas results for their homes. It is required that radon testing be conducted in schools due to the link of increase radon levels and lung cancer. Mr. Amormino noted that he has equipment to test for radon and would be happy provide this service for the Health Department. The Board agreed that since it is known that the area has been shown to have elevated levels, and the agency has means to test the building, we should move forward with this option. Mr. Burkhart will reach out to County Maintenance to determine if radon testing has been previously completed.

Mr. Amormino shared that he had three applicants for the REHSIT position and has conducted a first and second interview with one of the candidates. Initial phone contacts will be made with the newest applicants. More information will be shared at the next meeting.

Environmental Health Technician, Ms. Lisa Pope has been working on a nuisance complaint within the village of Ottawa. The agency is working with Ottawa Police Department to notify those involved. *Since the meeting, the nuisance has been addressed and no longer exists.*

Mr. Amormino shared that since the last Board of Health Meeting, he and Ms. Rieman have reviewed several options for phones/phone service for EH staff to use in the field so that they do not have to give their personal numbers to clients/contractors or risk having their personal phones confiscated in the event of litigation. Three options were reviewed with the Board Members. At this time, staff are not interested in having a company-issued phone. Mr. Amormino will be reaching out to Prosecutor Gary Lammers for guidance in drafting an acknowledgement form for staff who choose not to use options provided. It was also suggested that public records trainings regarding use of personal devices for work purposes are available for staff to review.

Nursing Division Business:

Ms. Recker reviewed the PCHD Nursing Report that was included in the Board Packets. Items of interest for this month include the communicable disease report, an update on the flu and COVID vaccination clinics and updates on the Community Health Worker position, and the Adolescent Health, Tobacco and Creating Healthy Communities Grants.

Ms. Recker shared that the first planning meeting for the upcoming Community Health Assessment (CHA) was held on December 5 with approximately 25 partners in attendance. Partners for a Healthy Putnam County will be using MAPP 2.0 to move through the CHA process.

At this time, financial assistance is being requested from our partners for Metopio, a program that will greatly enhance our CHA as well as make community data available for our partners. Ms. Recker will provide additional information about Community Health Assessments at an upcoming Board of Health Meeting.

Administrative Business:

Dr. Brandeberry approved a 4% wage increase for staff of the Putnam County Health Department, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman shared that an amendment to Senate Bill 62 to eliminate the DAC (District Advisory Council) was proposed and shared what she and the Association of Ohio Health Commissioners (AOHC) had done to educate legislators against this piece of legislation. At the time of this meeting, this amendment was not brought forward for consideration.

The 2025-2027 Strategic Plan was shared with the Board of Health prior to the meeting. Ms. Rieman highlighted the development of the plan as well as the Strategic Goals and Objectives of the plan. Dr. Brandeberry made a motion to approve the plan, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman presented the contract for Dr. Jacinta Eickholt for Medical Director services. Ms. Kahle approved the contract as presented, seconded by Ms. Verhoff. Motion carried.

Putnam County HomeCare and Hospice

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

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

Mr. Burkhart made a motion to minus appropriations needed for the end of 2024 for PCHH, seconded by Ms. Kahle. Motion carried.

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. Included was an update on the recurring topics of culture, RCM, QAPI, and Growth. In addition, he provided additional

information about recently-hired employees, cost-saving measures identified with Better Rx and updates about Friends of Putnam County HomeCare and Hospice.

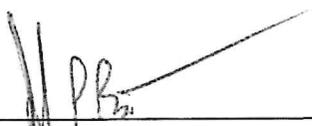
Business Meeting

There were no action items for PCHH.

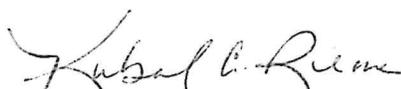
Dr. Brandeberry made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:40 PM.

At the conclusion of the business meeting, the Board of Health members in attendance completed a 15 minute Continuing Education session provided by Ms. Rieman about the development of the 2025-2027 Strategic Plan.

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