

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
February 12, 2025**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, February 12, 2025, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Joe Burkhart, Ms. Noralu Kahle and Mr. Kyle Stechschulte. 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 2:00 PM by Mr. Stechschulte.

Ms. Verhoff made the motion to approve the minutes from the January 8, 2025 Board of Health Meeting, seconded by Ms. Kahle. Motion carried.

**Putnam County Health Department**

**Fiscal Business:**

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

There were no Then and Now Resolutions.

There were no Appropriations.

There were no Transfers.

**Environmental Division Business:**

Mr. Amormino reviewed the Environmental Health and Operation and Maintenance Monthly report with the Board of Health.

Mr. Burkhart made a motion to refund Daniel and Beverly Maag \$75.00 for the duplicate payment of an Operation and Maintenance permit fee. The motion was seconded by Ms. Verhoff. Motion carried.

Mr. Stechschulte made a motion to grant a variance to Maas Brothers Excavating to allow continuing education hours completed in 2025 towards the company's 2025 sewage treatment system registration and to approve a well drilled at 7242 Road 19, Continental by an unregistered contractor. Ms. Kahle seconded the motion. Motion carried.

**Nursing Division Business:**

Ms. Recker reviewed the January 2025 PCHD Nursing Report that was included in the Board Packet. Putnam County is experiencing a high rate of influenza, similar to what has been seen in

the state of Ohio. The report also highlighted the work completed on the grants administered by the Health Promotion Division.

Ms. Recker presented Ms. Allison Rosebrock to hire for the Nursing Supervisor position. Ms. Kahle made a motion to promote Ms. Rosebrock for this position, seconded by Ms. Verhoff. Motion carried.

Ms. Recker shared that several community partners have contributed toward the Community Health Assessment and the Metopio program that will provide access to health data for Putnam County and asked the Board for a contribution of \$5,000 toward this program for 2025. Mr. Burkhart made a motion to approve the \$5,000 contribution, seconded by Ms. Verhoff. Motion carried.

### **Administrative Business:**

Ms. Rieman explained that each year the Board of Health approves a dedicated amount in the approved budget to be assigned to the Wellness Program and asked the Board to consider a \$4,000 allowance for this purpose. Ms. Kahle made a motion to approve \$4,000 to be used toward wellness, seconded by Mr. Burkhart. Motion carried.

The QI Team revised the Quality Improvement Plan and Ms. Rieman shared the revisions with the Board of Health. Ms. Verhoff made a motion to approve the 2025-2027 Quality Improvement Plan, seconded by Ms. Kahle. Motion carried.

The agency heard back from PHAB (Public Health Accreditation Board) in late January with the results of our initial document submission. Ms. Rieman was pleased with the results of this first step of reaccreditation process. In addition, PCHD will receive money from ODH to assist with the cost of reaccreditation. Costs including the PHAB reaccreditation fees and expenses for the Community Health Assessment are examples of items that will be covered by these funds.

Ms. Rieman noted that she and Mr. Boop met with the Commissioners to discuss the Health District. At that time, concerns about the present Health Department building, including the basement office space and the lack of meeting space were shared with the Commissioners. The Commissioners will be touring the building at 256 Williamstown Road on Thursday, February 13 at 1:00 PM. Board of Health members were invited to attend the walk through.

Preliminary information from a limited look at pediatric cancer cases in Putnam County was shared with the Board of Health. Early reviews reveal that case numbers from the last two years were similar to what was seen in previous years. More information will be shared in upcoming meetings.

### **Putnam County HomeCare and Hospice**

Mr. Burkhart made a motion to approve the expenditures for January 2025, seconded by Ms. Verhoff. Motion carried.

There were no Then and Now Purchase Orders.

There were no Appropriation Transfers.

Ms. Verhoff made a motion to minus the appropriation of \$1,000 from 059 LI (Liability Insurance); add line item 059 CO (Consultants) and appropriate \$1,000 into this new line item. Mr. Burkhart seconded the motion. Motion carried.

### Agency Update

The February PCHH Board of Health presentation was provided to the Board prior to the meeting. Mr. Boop reviewed the update on the recurring topics of culture, RCM, QAPI, and Growth. The SHP Scorecards and Benchmarks for the Home Health and Hospice programs were reviewed with the Board. In addition, Mr. Boop reviewed the progress on the identified PIP's for the agency. The presentation ended with a financial update for January 2025 and a brief review of PCHH's Strategic Planning.

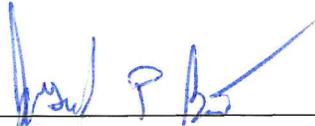
### Business Meeting

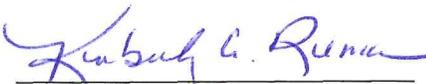
The QAPI and Marketing Report were included in the presentation shared by Mr. Boop.

At the January 2025 meeting, options for Mr. Boop's incentive package were presented to the Board of Health. The Board indicated that they were interested in the option that included tuition payment for Mr. Boop to obtain his MBA with a guarantee of years of service with the agency. Mr. Boop spoke with Prosecutor Gary Lammers and the agency's HR Attorney firm for guidance in drafting an agreement. This document was shared with the Board prior to the meeting. Ms. Verhoff made a motion to approve the Executive Director Compensation Agreement for Christopher Trent Boop, seconded by Ms. Kahle. Motion carried.

Mr. Burkhart made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 3:19 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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President

  
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Secretary