

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
February 14, 2024

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, February 14, 2024, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Mr. Joe Burkhart, Ms. Mary Kay Verhoff, Mr. Cory Unverferth and Dr. Kent Brandeberry. Present from the Putnam County Health District were: Health Commissioner Kim Rieman; Interim Director of Environmental Health, Beth Skulina; Grant/Fiscal and HR Specialist Jodie Lammers; Director of Nursing Sherri Recker, Director of Putnam County Homecare and Hospice Trent Boop and Medical Director Dr. Jacinta Eickholt. Guest of the meeting was Michael Lammers, Putnam County Commissioner.

The meeting was called to order at 6:02 PM by Joe Burkhart.

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

Putnam County HomeCare and Hospice

Mr. Unverferth made a motion to approve the expenditures for January 2024, seconded by Dr. Brandeberry. Motion carried.

There were no Then and Now Resolutions.

There were no Appropriation Transfers.

The Board of Health reviewed the January 2024 Financial Reports.

Agency Update

Mr. Boop reviewed the Power Point titled "PCHH Report Highlights – Board Meeting February, 2024. Key items reviewed included the financials, work with KanTime, development of KPI's and staffing updates. He also shared the concerns he has with the billing of the Palliative Care program and noted that a deeper review of Health Revenue Partners (our billing company) billing activity is needed. In addition, Mr. Boop shared his ideas for improvements needed in the agency's Quality Assurance and Performance Management.

Business Meeting

Mr. Boop described a concern with an employee situation that requires a disciplinary action. Mr. Unverferth made a motion to approve a 3 day unpaid suspension for Jill Sargent, seconded by Dr. Brandeberry. Motion carried.

Mr. Boop shared a request from employee Julie Scherger for a leave without pay for vacation time exceeding the amount that she will earn in 2024. Discussion followed. Mr. Unverferth made a motion to disallow the written request for a leave without pay, seconded by Ms. Verhoff. Motion carried.

At the January meeting, a discussion about an alternative location was tabled. Since that meeting, it was determined that an alternate location is not feasible, but that it would be advantageous for PCHH and the Health Department to be in the same location. This topic will be reexamined at a later date.

Putnam County Health Department

Fiscal Business:

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

There were no Then and Now Resolutions.

Ms. Verhoff made a motion to establish Fund 173, Adolescent Health Resiliency Grant and establish the following appropriations within Fund 173, Adolescent Health Resiliency Grant: Revenue: 173 GR – Grant Revenue; 173 AI – Advance In; 173 TI – Transfer In and Expenditures: 173 SA – Salaries and Fringes; 173 OD – Other Direct Costs; 173 EQ - Equipment; 173 CO – Contracts; 173 AO – Advance Out; and 173 TO – Transfer Out. Mr. Unverferth seconded the motion. Motion carried.

Mr. Unverferth made a motion to approve the following Transfers: \$30,000.00 from General E15 – Transfer Out to Tobacco Grant 147 TI- Transfer In and within the general Health fund: \$296.39 from E7 (travel) to E16 (board expenses). Dr. Brandeberry seconded the motion. Motion carried.

Ms. Verhoff made a motion to approve the following Appropriations: Within Fund 94 – Swimming Pools, establish 94TR – Travel and appropriate \$300.00 into 94 Travel; Within Fund 95 – Campgrounds, establish appropriation 95 TR – Travel and appropriate \$300.00 into 95 TR-Travel; Within Fund 147, Tobacco Grant - \$25,000.00 into 147SW-Salaries/Fringes and \$5,000.00 into 147 OD-Other Direct Costs and into Fund 173, Adolescent Health Resiliency Grant - \$22,000.00 into 173 SA – Salaries/Fringes and \$5,000 into 173 OD – Other Direct Costs. Mr. Unverferth seconded the motion. Motion carried.

Environmental Division Business:

Ms. Skulina reviewed the February 2023 Environmental Health and Operation and Maintenance Reports that were included in the Board packet. In addition, she shared with the Board a document highlighting the EH Permits/Licenses and Site Evaluations for 2023.

Dr. Brandeberry made a motion to approve the Resolution to Amend the 2024 Environmental Health Local Fees, seconded by Mr. Unverferth. Motion carried.

Nursing Division Business:

Ms. Recker reviewed the 2023 nursing program update with the Board of Health. The report included the communicable disease totals, 2023 year end program financials for the immunization and CMH programs, school screenings and Pathways contract and revenue brought in with Medicaid Administrative Claiming. In addition, program information was provided regarding immunizations given and clients seen in our nursing programs.

Administrative Business:

Ms. Recker provided continuing education on our Performance Management program. Included in the presentation was information on the Clear Impact system and examples of objectives we are measuring. The objectives for 2024 are being formulated and will be added to the system soon.

Ms. Verhoff made a motion to approve the Training Policy for New and Current Employees, seconded by Mr. Unverferth. Motion carried.

Mr. Unverferth made a motion to approve the hiring of Sarah Nsiah as our new Health Educator at a rate of \$28.00 per hour. Ms. Verhoff seconded the motion. Motion carried.

The application for reaccreditation must be submitted to the Public Health Accreditation Board (PHAB) by the end of March, 2024. Dr. Brandeberry made a motion to express Board of Health support for our reaccreditation efforts and approve the letter to be submitted to PHAB, seconded by Mr. Unverferth. Motion carried.

Dr. Brandeberry approved the revised Table of Organization for Putnam County Health Department, seconded by Mr. Unverferth. Motion carried.

The Board of Health had a short discussion about the upcoming Solar Eclipse. Ms. Rieman shared that the EH division has uploaded information about temporary campgrounds and temporary food licenses to our website. Information has also been posted to our social media sites. Commissioner Michael Lammers noted that the Commissioners will make a decision about the hours of operation for county employees at an upcoming meeting. The Board of Health tabled their decision until the March Board of Health meeting.

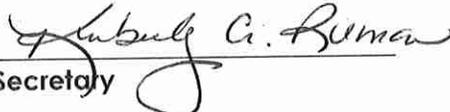
Ms. Rieman provided an update on several legislative issues that AOHC (Association of Ohio Health Commissioners) have been discussing. The topics include recreational marijuana, tobacco legislation, the potential abolishment of replacement levies and the increase in OPERS contributions. Legislators will not be in session again until April. Ms. Rieman will share updates with the Board when they occur.

Dr. Brandeberry made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 7:35 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