

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
January 8, 2025**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, January 8, 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 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 PCHH, Trent Boop and Medical Director Dr. Jacinta Eickholt.

The meeting was called to order at 6:00 PM by Mr. Burkhart.

Ms. Verhoff made the motion to approve the minutes from the December 11, 2024 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

Putnam County Health Department

Fiscal Business:

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

Dr. Brandeberry made a motion, seconded by Ms. Kahle to approve the following "then and now" purchase orders listed on the resolution and authorize the Auditor to encumber funds for the same. Motion carried.

48281 \$15,000.00	48284 \$60,000.00	48289 \$30,000.00	48314 \$20,000.00
48315 \$20,000.00	48319 \$10,000.00	48320 \$ 5,000.00	48321 \$25,000.00
48317 \$ 1,000.00	48324 \$20,000.00	48316 \$50,000.00	48326 \$10,000.00
48161 \$20,000.00	48162 \$60,000.00	48165 \$10,000.00	48166 \$ 8,000.00
48169 \$33,000.00	48170 \$50,000.00	48261 \$10,000.00	48263 \$ 8,000.00
48265 \$ 6,000.00	48266 \$ 5,000.00	48272 \$ 8,500.00	48274 \$ 7,000.00
48275 \$ 700.00	48276 \$ 5,000.00	48277 \$ 5,000.00	

There were no appropriations.

There were no transfers.

The 2024 final Revenue and Expenditure Reports were shared with the Board of Health prior to the meeting. Ms. Verhoff made a motion to approve the reports, seconded by Ms. Kahle. Motion carried. Ms. Rieman shared that these reports were an activity from the Strategic Plan that concluded in 2024. These reports will no longer be compiled. Leadership staff will continue to monitor the budget closely, and new financial activities will occur as the new Strategic Plan is enacted.

Ms. Kahle made a motion to approve the 4th quarter 2024 Credit Card Report for PCHD, seconded by Dr. Brandeberry. Motion carried.

Environmental Division Business:

Ms. Rieman reviewed the Environmental Health and Operation and Maintenance Monthly review with the Board of Health in Mr. Amormino's absence.

Ms. Rieman shared that Mr. Amormino continues to review the staffing needs of the agency.

It was reported that the radon remediation work has been completed and that follow-up testing is currently being conducted. Results will be shared with the Board of Health.

Nursing Division Business:

Ms. Recker reviewed the December 2024 PCHD Nursing Report that was included in the Board Packets. Included in this report was an update on the grants being administered by the Health Promotion Division.

Ms. Verhoff motioned to approve the recruitment for the Nurse Supervisor Position, seconded by Ms. Kahle. Motion carried.

Ms. Recker noted that the agency will be applying for an Ohio Department of Health Tobacco Grant. The agency currently has a Tobacco Contract with ODH that will be expiring in December 2025.

Ms. Recker and members of the Health Promotion Division will be hosting a meeting on Friday (January 10) with community partners to assess the Public Health System in Putnam County. This is one phase of the MAPP Process of our Community Health Assessment/Community Health Improvement Plan. Ms. Recker also introduced Metopio, a program that is being reviewed to assist with the collecting and displaying of county data. Ms. Recker will continue to update the Board as the community works through the CHA/CHIP process.

Ms. Recker shared that Dolores Garcia, our new Community Health Worker is having great success in getting this new program operational and signing up individuals for this service.

Administrative Business:

The final quarterly report for the 2022-2024 Putnam County Health Department Strategic Plan was included in the Board Packet. Dr. Brandeberry made a motion to approve the quarterly report, seconded by Ms. Verhoff. Motion carried. Ms. Rieman noted that she was happy with the staff and the work that was completed with this Strategic Plan.

Ms. Rieman shared that personnel policies are being reviewed prior to being uploaded to Policy Stat. In reviewing Chapter 5, there was a concern with a portion of the sick leave policy titled "Sick Leave Conversion". In reviewing this information at the Leadership Meeting and speaking with the Auditor's Office, it was determined that it should be removed from the policies. Ms. Verhoff made this motion to delete the sick leave conversion verbiage from the policy, seconded by Ms. Kahle. Motion carried.

The Ohio Department of Health will be converting to several new electronic platforms in 2025, affecting each of our programs/divisions. These include changes in our Vital Statistics, Grants

Management system, Environmental Health, and ODRS (Ohio Disease Reporting System) platforms.

Ms. Rieman noted that a citizen reached out to her with a concern of childhood cancers in an area of Putnam County. An email was shared with Ms. Recker and the epidemiologists who serve Putnam County to relay this concern. Ms. Rieman is working with Mr. Gulgin, epidemiologist, and a neighboring Health Department so that data can be compiled to determine if cancer rates exceed what is expected in this area. Ms. Recker and Board Member Ms. Verhoff shared information from their experience with the Breast Cancer Study in 2004.

Workforce Development activities will be prioritized in 2025. Ms. Rieman noted that this includes work on Succession Planning. Information will be shared with the Board of Health as work progresses.

Putnam County HomeCare and Hospice

Ms. Verhoff made a motion to approve the expenditures for December 2024, seconded by Ms. Kahle. Motion carried.

Ms. Kahle made a motion, seconded by Dr. Brandeberry to approve the following "then and now" purchase orders listed on the resolution and authorize the Auditor to encumber funds for the same. Motion carried.

PO# 48613	\$3,000	PO# 48614	\$11,500
PO# 48615	\$2,500	PO# 48616	\$13,000
PO# 48617	\$24,000	PO# 48618	\$32,000
PO# 48619	\$77,000	PO# 48620	\$128,000
PO# 48621	\$15,000	PO# 48631	\$1,454.74
PO# 48630	\$1,454.74	PO# 48629	\$2,964.51
PO# 48628	\$2,964.51	PO# 48622	\$1,694.76
PO# 48623	\$3,389.50	PO# 48624	\$13,558.02
PO# 48625	\$15,252.76	PO# 48626	\$265.14
PO# 48627	\$509.50		

There were no Appropriation Transfers.

Dr. Brandeberry made a motion to approve the 4th quarter 2024 Credit Card Report for PCHH, seconded by Ms. Verhoff. Motion carried.

The December 2024 and 2024 Year End Financial Reports were shared with the Board of Health. Information from these reports was discussed in the Agency Update.

Agency Update

Mr. Boop introduced Ashley Schroder, Revenue Cycle Manager. Mr. Boop and Ms. Schroeder provided the presentation to the Board of Health. Mr. Boop reviewed the update on the recurring topics of culture, RCM, QAPI, and Growth, areas of potential savings for the agency and 2025 Strategic Planning goals. Ms. Schroeder reported on several billing shortfalls that were identified and what is happening to remedy those issues.

Business Meeting

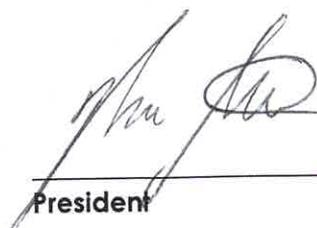
Dr. Brandeberry made a motion to approve the United Way allocation request of \$20,000 to mirror what was requested in previous years. The motion was seconded by Ms. Kahle. Motion carried.

The QI and Marketing Quarterly reports will be shared with the Board of Health at the February 2025 meeting.

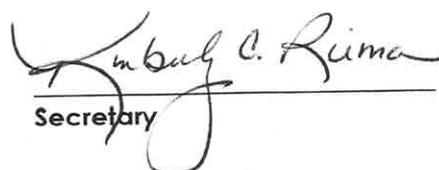
PCHH Director Boop shared several options for incentives packages for his position. The Board was interested in the option that contained tuition payment for Mr. Boop to obtain his MBA with a guarantee of years of service with the agency. The Board directed Mr. Boop to reach out to Prosecutor Gary Lamers and the agency's HR Attorney group for their guidance in this matter and bring an agreement/contract to an upcoming Board of Health meeting.

Dr. Brandeberry made a motion to adjourn, seconded by Ms. Kahle. Motion carried. The meeting adjourned at 7:52 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