

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
July 10, 2024**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, July 10, 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 Mr. Kyle Stechschulte. Present from the Putnam County Health District were: Health Commissioner Kim Rieman, Director of Nursing Sherri Recker, Fiscal/Grant and HR Supervisor Jodie Lammers, Temporary REHSIT Chris Brown, Therapy Supervisor Stacy Alt, Clinical Supervisor Christy Altstaetter, Business Supervisor Jennifer Karhoff and Dr. Jacinta Eickholt, Medical Director. Calvin Robinson, Vector Business Consulting was a virtual guest, attending via Microsoft Teams. Putnam County Commissioner John Schlumbohm was a guest of the meeting.

The meeting was called to order at 6:01PM by Mr. Stechschulte.

Mr. Burkhart made the motion to approve the minutes from the June 12, 2024 Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

Putnam County Health Department

Fiscal Business:

Ms. Kahle made a motion to approve expenditures for June 2024, seconded by Mr. Burkhart. Motion carried.

Ms. Verhoff made a motion to appropriate \$10,000 within Fund 171- Workforce Development into Line 171 TO (Transfer Out). The motion was seconded by Ms. Kahle. Motion carried.

Mr. Burkhart made a motion to approve the following transfers:

- Within Fund 063 (Health Fund): \$75,000 from E1 (salaries) to E10A (health insurance); \$20,000 from E1 (salaries) to E5 (contracts) and \$996.57 from E5 (contracts) to E2 (supplies)
- Within Fund 172 (Enhanced Operations Grant): \$10,000.00 from 172 SAE (salaries) to 172 COE (contracts)
- Transfer \$100.00 from Fund 171 TO (Workforce Development Transfer Out) into 63 N (Transfer In) for Putnam County ESC Diversity Training room rental.
- Transfer \$4,454.00 from E15 (Transfer out-General) into 147 TI (Transfer In-Tobacco Grant-Revenue) to correct pay-in error #49460
- Transfer \$1,232.00 from E15 (Transfer Out-General) into 128 TI (Transfer In-Get Vaccinated Grant Revenue) to correct pay-in error #49403

The motion was seconded by Ms. Verhoff. Motion carried

Ms. Kahle made a motion to approve the 2024 2nd Quarter Revenue and Expense Reports, seconded by Ms. Verhoff. Motion carried.

Mr. Burkhart made a motion to approve the 2nd Quarter 2024 PCHD Credit Card Report, 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.

At the June 2024 Board of Health Meeting, Ms. Susan Meyer asked the Board of Health to consider a variance request to connect her new home to an existing septic system that did not include secondary treatment. Ms. Skulina shared at that meeting that she did not think that a variance could be granted for Ms. Meyer's request. The Board asked Ms. Skulina to reach out to Prosecutor Gary Lammers and the Ohio Department of Health for guidance. Ms. Rieman shared with the Board of Health that information received from Mr. Lammers and ODH revealed that a variance could not be given. Ms. Meyer was notified of this decision and has started the site review process for a new system. Ms. Rieman asked the Board of Health to refund the payment of \$50.00 to Ms. Meyer as this was an issue where a variance could not be given. Ms. Verhoff made a motion to refund the \$50.00 variance request fee to Ms. Meyer, seconded by Ms. Kahle. Motion carried.

Nursing Division Business:

Ms. Recker reviewed the PCHD Nursing Report that was included in the Board Packets. She highlighted information about the free at-home STI test kit that is being promoted in the state.

Ms. Recker shared that work is continuing with the Opiate Assessment and shared prevention efforts that will take place later in the project, including the development of Rapid Response Team. Additional data will be shared as the projects are implemented.

The office has had 3 requests for Narcan from Putnam County businesses/agencies. While the department has doses on hand, these doses are only to be given to area law enforcement. The businesses have been referred to Allen County's Health Department to fill their request. Ms. Recker asked the Board to consider entering into an agreement with Allen County Public Health to be a Project Dawn distributor of naloxone in our community. Discussion followed. More information will be brought to the August meeting and PCHD staff will forward the MOU with Allen County Public Health to Prosecutor Gary Lammers for his review.

Ms. Recker shared that the Putnam County Health Department has been awarded two grants. The Creating Healthy Communities grant focuses on physical activity and nutrition and requires a full time employee. The second funding opportunity comes from PreventionFIRST! and funds an intern for 250 to 300 hours. Ms. Rieman expressed her thanks to Ms. Recker for her work in obtaining this funding for the department.

Finally, Ms. Recker shared information she has gathered about the possibility of hiring a Community Health Worker. Leadership staff have written this position into the Workforce Grant budget that has been approved by the Ohio Department of Health. In addition to grant funds, this position would be funded through reimbursements through Medicaid Managed Care. A representative from the Northwest Ohio HUB will be at the Health Department on Wednesday, July 31 at 10:00 AM to provide additional information. Ms. Recker invited Board of Health members to attend.

Administrative Business:

Prior to the meeting, Ms. Rieman shared the *PreventionFIRST!* agreement with Prosecutor Gary Lammers. Mr. Lammers reviewed the agreement and approved the contract upon removal of the indemnification clause. Mr. Burkhart made a motion to approve the Agreement with *PreventionFIRST!*, upon removal of the indemnification clause, seconded by Ms. Kahle. Motion carried.

Ms. Kahle motioned to approve the recruitment of a Health Educator for the Creating Healthy Communities grant and an intern for the *PreventionFIRST* project, seconded by Ms. Verhoff. Motion carried.

The second quarter 2024 update of the Strategic Plan activities was included in the board packet. Ms. Verhoff approved the Strategic Plan update, seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared that work is continuing on the upcoming 2025-2027 Strategic Plan and shared the revised Mission and Vision of the agency. The next meeting for the Strategic Planning committee is Wednesday, July 17.

Chris Brown, REHSIT, provided a 15 minute presentation on the use of Drones in Public Health. This presentation will be counted toward Board Member Continuing Education hours.

Mr. Stechschulte expressed his appreciation to the Putnam County Health Department for allowing the village of Ottawa to use the electronic sign.

Ms. Rieman noted that with the addition of two additional positions, it is likely that there will need to be changes to the Health Department's Organizational Chart. In addition, these additional positions further increases the department's need for additional space.

Ms. Rieman also noted that Ms. Recker and the nurses are looking into the potential increase of vaccines that may be given at our agency because of Rite Aid leaving Ottawa.

Putnam County HomeCare and Hospice

Ms. Verhoff made a motion to approve the expenditures for June 2024, seconded by Mr. Burkhart. 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. Burkhart made a motion to approve the 2nd Quarter 2024 PCHH Credit Card Report, seconded by Ms. Verhoff. Motion carried.

Agency Update

Mr. Calvin Robinson, consultant from Vector Business Consulting was present via Microsoft Teams for the meeting. He shared information about the financial standing of the agency as well as projects he and Mr. Boop have been working on to address issues that have been identified.

Ms. Altstaetter shared that CHAP site visitors were at the agency June 25 through June 28. At the time of this meeting, the final report has not been received by the agency. Based on the preliminary results, the Leadership Team is beginning to put together the agency's response.

The Area Agency on Aging will be at the agency on August 6 to do their annual site visit for their programs.

The quarterly marketing report was included in the Board Packet and reviewed by Ms. Altstaetter.

Business Meeting

Ms. Kahle made a motion to approve the change in employment status of Madalyn Black from part time to 72 hours per pay period. Mr. Burkhart seconded the motion. Motion carried.

Mr. Burkhart made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:49 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