

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
June 8, 2022**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, June 8, 2022, at the Putnam County Health Department Conference Room with the following members present: Mr. Kyle Stechschulte, Mr. Joe Burkhart, Dr. Kent Brandeberry, Mr. Cory Unverferth and Mr. Matthew Herman. Present from the Putnam County Health District were: Health Commissioner and Director of Putnam County HomeCare and Hospice Kim Rieman, Director of Environmental Health Brandi Schrader, Clinical Supervisor Cathy Lucas, HR and Business Supervisor Jodie Lammers and Therapy Supervisor Stacy Alt. Commissioner John Schlumbohm and Judge Mike Borer were present as guests.

The meeting was called to order at 6:00 PM by Kyle Stechschulte.

Mr. Burkhart made the motion to approve the minutes from the May 11, 2022 Board of Health Meeting, seconded by Mr. Unverferth. Motion carried.

Putnam County HomeCare and Hospice

Mr. Unverferth made a motion to approve the expenditures for May 2022, seconded by Dr. Brandeberry. Motion carried.

There were no Then and Now Purchase Orders.

There were no Appropriation Transfers.

Agency Update

An agency update was included in the board packet. Ms. Lucas reviewed the information within the report.

Business Meeting

Judge Borer addressed the Board of Health regarding a discussion held at the annual Ethics Committee Meeting. During the meeting he noted that there was a discussion regarding patients who require an abundance of care of which all may not be covered by their insurance provider. Judge Borer noted that the group felt it was important to continue serving these patients and encouraged the agency to take on patients and if insurance did not cover all the costs of care, look into billing the patient for the portion not covered by insurance.

In April 2022, the results of the financial analysis were shared with the Board of Health and the recommendation was made to increase the number of patients nurses see each day. Mr. Stechschulte asked what changes have been made to address the nursing schedule. Discussion ensued regarding the difficulties of managing the schedule. Board Members gave ideas of things to look into and potential reports that may provide insightful information as the agency addresses issues brought up during the analysis.

Ms. Rieman shared that the agency continues to struggle to have enough aides to cover requested services. There was an internal discussion to put patients from small programs on hold until we are adequately staffed. Some patients are currently having services cancelled because of our aide shortage. The Board encouraged developing a common message so that all messages highlight that any cancellations or inability to take new clients are due to a staffing shortage. Mr. Stechschulte made a motion to approve the creation of an additional aide position, seconded by Mr. Unverferth. Motion carried.

Prior Boards of Health and administrators issued guidance for all PCHH staff to use any accumulated comp time prior to using vacation time. Recently, an employee had maxed out her vacation and also had a substantial amount of comp time. In reviewing the policies, this is not in agency written policy. It was determined that leadership will reach out to our HR attorneys to determine if the agency can mandate comp time be used before using vacation. This information will be brought back to the July Board of Health meeting.

Dr. Brandeberry made a motion to approve the change in status of Keri Hovest from part time to PRN, seconded by Mr. Unverferth. Motion carried.

Putnam County Health Department

Fiscal Business:

Mr. Unverferth made a motion to approve expenditures for May 2022, seconded by Mr. Burkhart. Motion carried.

There were no Then and Now Resolutions.

Mr. Herman made a motion to approve the following appropriation in Fund 67 Food Service: \$1,500.00 to 67SU (Supplies). The motion was seconded by Dr. Brandeberry. Motion carried.

There were no Transfers.

Environmental Division Business:

Ms. Schrader reviewed the May 2022 Environmental Health and Operation and Maintenance reports that were included in the Board packet.

Sanitarian Dainna Raye completed a Standard Inspection at the Schnipke Inn and found many critical violations including multiple repeat violations. Inspection results show that there is an immediate risk to Public Health. Mr. Unverferth made a motion to temporarily suspend the food license of the Schnipke Inn and allow reopening with the following conditions:

- All employees successfully complete manager training
- There are no violations upon reopening inspection
- There are no critical violations at the follow-up inspections that will take place weekly for one month, every other week for two months, then monthly for three months. If there are critical violations during these inspections, the facility license will be suspended again until the next Board of Health Meeting.

The motion was seconded by Dr. Brandeberry. Motion carried.

Nursing Division Business:

The Nursing Board Report was shared with members prior to the meeting. Ms. Rieman highlighted information in the report.

Administrative Business:

Mr. Burkhart made a motion to approve the Telework Policy, seconded by Mr. Herman. Motion carried.

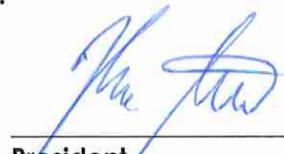
Mr. Herman made a motion to increase the pay of PIO Bridget Fischer to \$25.00 per hour at the end of her probationary period (July 1), seconded by Mr. Unverferth. Motion carried.

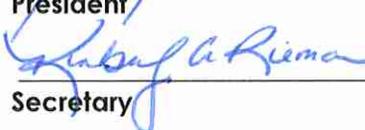
Mr. Burkhart made a motion to approve the creation of the Fiscal/Grant Specialist and HR Coordinator and advertise for this position, seconded by Mr. Herman. Motion carried.

Ms. Rieman shared the goals and objectives of our Marketing Plan with the Board of Health.

Mr. Burkhart made a motion to adjourn, seconded by Mr. Unverferth. Motion carried. The meeting adjourned at 8:36 p.m.

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