

**PUTNAM COUNTY BOARD OF HEALTH**  
**MEETING SUMMARY**  
**March 13, 2024**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, March 13, 2024, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Mr. Joe Burkhart, Ms. Mary Kay Verhoff, Dr. Kent Brandeberry and Ms. Noralu Kahle. 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 John Schlumbohm, Putnam County Commissioner.

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

Ms. Noralu Kahle was introduced to the Board of Health members.

Mr. Burkhart made a motion to nominate Mr. Kyle Stechschulte to be the President of the Board of Health, seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry made a motion to nominate Mr. Joe Burkhart to be the Vice President of the Board of Health. Ms. Verhoff seconded the motion. Mr. Burkhart abstained from the vote. Motion carried.

Ms. Verhoff made the motion to approve the minutes from the February 14, 2024 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

Commissioner John Schlumbohm shared with the Board of Health that the Putnam County Offices will be closing at 12:00 Noon on April 8, 2024 because of the Solar Eclipse. Ms. Verhoff made a motion to close Putnam County HomeCare and Hospice and the Putnam County Health Department at 12:00 PM on Monday, April 8, 2024, seconded by Ms. Kahle. Motion carried.

Dr. Brandeberry made a motion to approve the Policy for the Delegation of Administration and Fiscal Management Authority. Ms. Verhoff seconded the motion. Motion carried.

**Putnam County Health Department**

**Fiscal Business:**

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

There were no Then and Now Resolutions.

There were no Appropriations.

There were no Transfers.

The 2025 Preliminary Budget for the Putnam County Health Department was included the board packet for review. Ms. Verhoff made a motion to approve the preliminary budget, seconded by Dr. Brandeberry. Motion carried.

**Environmental Division Business:**

Ms. Skulina reviewed the February 2024 Environmental Health and Operation and Maintenance Report that was included in the Board packet. An update about complaints from Ann Rayle was provided to the Board of Health. In addition, Ms. Skulina shared that there has been an increase in nuisance complaints from townships to the Health Department.

A resolution for the Water Pollution Control Loan Fund (WPCLF) was included in the Board packet. After doing some research, Ms. Skulina discovered that the Board of Health must approve the resolution for the WPCLF program. Ms. Verhoff made a motion to approve the resolution allowing PCHD to implement the WPCLF program, seconded by Dr. Brandeberry. Motion carried.

Ms. Skulina shared that there are 4 food facilities who have yet to pay for their food license or owe a late fee. The facilities were contacted via phone and sent a letter to inform them of the date that the office must receive payment or they would be issued Cease and Desist orders for operating without a license. Ms. Verhoff approved the issuing of Cease and Desist orders to facilities who have not paid their fees in full by the end of business on Monday, March 25, seconded by Ms. Kahle. Motion carried.

**Nursing Division Business:**

Ms. Recker shared the Nursing Report dated 3/13/24 with the Board of Health. Changes in COVID isolation guidance as well as the COVID vaccine recommendation update was shared with the Board of Health. Ms. Recker noted that our new Health Educator, Sarah Nsiah, started with the agency on March 4, 2024.

Ms. Recker shared that No Wrong Door is being implemented in Putnam County. In addition, the Child Fatality Review Committee will meet on March 19. The committee will have 4 child deaths to review at that meeting.

**Administrative Business:**

Ms. Rieman shared the 2023 Putnam County Health Department Annual Report with those in attendance.

Ms. Verhoff made a motion to approve the Cultural Holiday Policy, seconded by Ms. Kahle. Motion carried.

Ms. Rieman reviewed the Health Equity Policy draft with the Board of Health. Dr. Brandeberry made a motion to approve the Health Equity Policy, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman shared that the Director of Environmental Health position has not been filled and explained the difficulties in filling Environmental Health positions throughout the state. While Ms. Skulina is not seeking this as a permanent position, she has been helping the Department in the interim role. In her role as interim EH Director, she has taken on many responsibilities such as being the liaison with ODH, completing reports needed for the DAC and annual reports and attending meetings where EH representation is needed. Ms. Rieman suggested her hourly pay be increased to \$34.00 per hour until the position is filled. At that time, she will then return to her hourly rate. Ms. Verhoff made a motion to increase the rate of Ms. Skulina to \$34.00 per hour, seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared with the Board of Health the duties of the Personnel and QI subcommittees of the Board of Health. Ms. Kahle volunteered to be on the Personnel Subcommittee and Mr. Stechschulte was recommended as a second representative. Ms. Verhoff agreed to continue serving on the QI subcommittee.

## Putnam County HomeCare and Hospice

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

There were no Then and Now Resolutions.

Dr. Brandeberry made a motion to approve the appropriation of 102 OT (Other) in Fund 102, Aging in Place Grant, and to transfer within Fund 102, Aging in Place Grant, \$1,666,67 from 102 EDU (Continuing Education) into 102 OT (Other). Ms. Verhoff seconded the motion. Motion carried.

Ms. Verhoff approved the 2025 Preliminary Budget for Putnam County HomeCare and Hospice, seconded by Ms. Kahle. Motion carried.

Mr. Boop shared the February 2024 Financial Report with the Board of Health.

### Agency Update

Mr. Boop reviewed the Power Point titled "PCHH Report Highlights – Board Meeting March 2024." Key updates included work with Health Revenue Partners to improve billing outcomes, development of Key Performance Indicators (KPI's), continuing work to understand Palliative Billing and continued work to improve culture and maintain our workforce.

### Business Meeting

Mr. Boop presented the 2023 Putnam County HomeCare and Hospice Annual Report to the Board of Health.

The Mission Statement/Annual Evaluation was tabled until the April 2024 Board of Health Meeting.

Mr. Boop shared that the application for United Way funding was compiled and must be approved by the Board of Health before submission. Dr. Brandeberry made a motion to approve the application for United Way funding, seconded by Ms. Verhoff. Motion carried.

Commissioner Schlumbohm noted that the Putnam County Agricultural Society (Fair Board) approved county agencies to have one free use of the new event center per year. The rental would need to be during the week (not on the weekend). While there is no charge for renting the facility, there will be a \$100.00 fee for clean up.

Ms. Verhoff made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 7:08 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