

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
March 12, 2025**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, March 12, 2025, 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; Director of Fiscal/HR Jodie Lammers; Director of Nursing and Health Promotion Sherri Recker, Director of Putnam County Homecare and Hospice Trent Boop and Medical Director Dr. Jacinta Eickholt. Guests of the meeting were Brad Brubaker, Putnam County Commissioner and resident Bryan Maag.

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

Dr. Kent Brandeberry was sworn in as the physician member of the Board of Health for the term ending in March, 2030.

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

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

Board of Health members filling roles on the Personnel Subcommittee include Mr. Burkhart and Ms. Kahle. They agreed to remain on this subcommittee. Ms. Verhoff and Dr. Brandeberry are Board of Health members on the Quality Improvement subcommittee. They agreed to remain on this subcommittee.

Conflict of Interest and HIPAA forms were signed by the Board of Health members for the period of March 2025 through February 2026.

Dr. Brandeberry made the motion to approve the minutes of the February 12, 2025 Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

The Delegation of Authority for the Health Commissioner and the PCHH Director were shared with the Board prior to the meeting. Ms. Rieman noted the changes in her delegation which included the addition of two agency plans to be overseen by her position. Mr. Boop's delegation remained unchanged from its original signing. Ms. Verhoff made a motion to approve the Policy for the Delegation of Administration and Fiscal Management Authority for the Health Commissioner and the PCHH Director. Ms. Kahle seconded the motion. Roll call vote: Mr. Burkhart, yes; Dr. Brandeberry, yes; Ms. Verhoff, yes; Ms. Kahle, yes. Motion carried.

Ms. Rieman shared that the Putnam County Auditor's Office is implementing a new system, VIP. Under this new system, much of the work can be done electronically but it will still be necessary to obtain signatures from Board of Health Members on the bill list. Other counties using this VIP system encouraged entities with a board to obtain signing authority for the directors of the agencies as experience has shown that when Board Members must approve expenditures in the system, there is a delay in processing payment requests.

In addition, this new system allows its users the ability to add additional funds to an open Purchase Order. Ms. Rieman asked the Board to consider an amount that they would allow her and Director Boop to add to a Purchase Order without needing to obtain approval from the Board of Health.

Commissioner Brubaker noted that the Commissioners have given their clerks signing authority and have also given them the permission to increase Purchase Order \$50.00 without needing the approval from the Board of Commissioners. Ms. Verhoff made a motion to allow Ms. Rieman signing authority for the Putnam County Health Department and Mr. Boop signing authority for Putnam County HomeCare and Hospice and for the directors to approve increases of \$50.00 on existing Purchase Orders. Ms. Kahle seconded the motion. Motion carried.

Putnam County Health Department

Fiscal Business:

Dr. Brandeberry made a motion to approve expenditures for February 2025, seconded by Ms. Verhoff. Motion carried.

There were no Then and Now Resolutions.

There were no Appropriations.

There were no Transfers.

The 2026 Preliminary Budget for the Putnam County Health Department was included in 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. Rieman reviewed the February 2025 Environmental Health and Operation and Maintenance Report that was included in the Board packet. The report included updates on the variance approved at the February Board of Health meeting and the Operation and Maintenance program. Ms. Rieman noted that all renewals for the food program were received by the March 1 due date. She commended Abigail Greve in her work during this licensing period.

The agency was awarded \$150,000 in WPCLF funds for the period ending December 2026. A resolution for the Water Pollution Control Loan Fund (WPCLF) was included in the Board packet. Ms. Kahle made a motion to approve the resolution allowing Beth Skulina and PCHD to implement the WPCLF program, seconded by Ms. Verhoff. Roll call vote: Mr. Burkhart, yes; Dr. Brandeberry, yes; Ms. Verhoff, yes; Ms. Kahle, yes. Motion carried.

Ms. Rieman reviewed a variance request from a county resident from OAC 3701-29-03(A) and (B), which states that only a registered installer can alter a sewage treatment system (STS) and that a registration is required. The homeowner connected his home to the existing STS as due to language in the O&M permit, he thought he was able to do so. On February 20, a site visit confirmed that the system was

functioning as it was originally designed. Dr. Brandeberry made a motion to approve the variance, seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared concerns with the United Postal Service that the Environmental Health Division has experienced in the last several months.

Nursing Division Business:

Ms. Recker shared the Nursing Report with the Board of Health. The report included February Communicable Disease Report as well as updates on the grants administered by our Health Promotion Division. Ms. Recker also shared information about the status of our Community Health Assessment.

At a previous meeting, Ms. Recker shared information about the Metopio System that will assist the Partners for a Healthy Putnam County collect and maintain community health data. A contract with Metopio was shared with Prosecutor Gary Lammers. Ms. Verhoff approved a motion entering into the contract with Metopio following approval from Prosecutor Lammers. Dr. Brandeberry seconded the motion. Motion carried.

Administrative Business:

Ms. Rieman shared the 2024 Putnam County Health Department Annual Report with those in attendance.

Ms. Verhoff approved the termination of Mr. Amormino, seconded by Ms. Kahle. Motion carried.

Ms. Kahle approved the placement of Ms. Beth Skulina as the Interim Director of Environmental Health for three months at the wage of \$37.00 per hour. Ms. Verhoff seconded the motion. Motion carried.

Ms. Rieman shared the results of the Pediatric Cancer Inquiry in a report compiled by Mr. Gulgin, Epidemiologist. The initial review shows that the number of cancer diagnoses in youth in Putnam County for the years in question were below what would be expected. PCHD will continue to monitor cancer incidence in our county and the area in question.

The reaccreditation process is moving forward. The names of two potential site visitors were sent to determine conflicts of interest. The site visit will include a Board of Health portion.

Putnam County HomeCare and Hospice

Ms. Verhoff made a motion to approve expenditures for February 2025, seconded by Dr. Brandeberry. Motion carried.

There were no Then and Now Resolutions.

Dr. Brandeberry made a motion to approve the transfer of \$17,147.50 within Fund 66 (Hospice) from 66 TRN (Transportation) 8066-46-300-502610 into 66 SU (Supplies)8066-46-300-404000. Ms. Verhoff seconded the motion. Motion carried.

Ms. Kahle approved the 2026 Preliminary Budget for Putnam County HomeCare and Hospice, seconded by Dr. Brandeberry. Motion carried.

Agency Update

Mr. Boop reviewed the March 12, 2025 Agency Update with the Board of Health. The update included census and financial information, as well an overview of the agency's Strategic Plan.

Business Meeting

Mr. Boop presented the 2024 Putnam County HomeCare and Hospice Annual Report to the Board of Health.

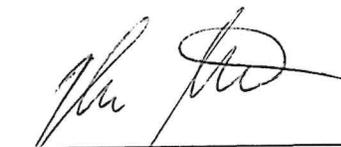
The Personnel Policy Manual for Putnam County Homecare and Hospice was revised and a synopsis of the revisions were shared with the Board of Health. Ms. Verhoff made a motion to approve the changes, seconded by Ms. Kahle. Motion carried.

Mr. Boop informed the Board of Health about a case brought against PCHH by an individual claiming she was discriminated against when her employment offer was rescinded. Mr. Boop worked with our HR attorney to complete the questions asked of the agency.

Ms. Rieman provided a 15 minute presentation with updates from the Health Policy Institute of Ohio covering public health funding and workforce needs in Ohio. This presentation provides 15 minutes of Continuing Education for Board of Health Members.

Ms. Verhoff made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 7:28 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