

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

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, November 13, 2024, 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 October 9, 2024 Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

Ms. Kahle made the motion to approve the gift of \$50.00 gift cards for staff of the Health Department and Putnam County HomeCare and Hospice and an employee appreciation luncheon for the Putnam County Health Department. The motion was seconded by Ms. Verhoff. Motion carried.

Dr. Brandeberry motioned to approve the OPERS Conversion Plan and Sale of Property for 2025, seconded by Ms. Verhoff. Motion carried.

In efforts to begin planning for 2025, Ms. Rieman asked the Board Members if there was an interest in moving the meeting to a different evening to better accommodate the schedule of Board of Health members. There were no suggestions for changes to a different day/time.

Putnam County Health Department

Fiscal Business:

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

Dr. Brandeberry made a motion, seconded by Ms. Kahle to approve the following "then and now" purchase order listed on the resolution and authorize the Auditor to encumber funds for the same – PO 47917 - \$52,365.00. Motion carried.

Ms. Verhoff made a motion to establish the following line items: In Fund 128, Get Vaccinated – 128 IN (Insurance/Medicare Tax); 128 PERS (PERS), 128 WC (Workers Compensation); in Fund 147, Tobacco – 147 IN (Insurance/Medicare Tax); 147 PERS (PERS); 147 WC (Workers Compensation); Fund 166, Community Health – 166 IN (Insurance/Medicare Tax); 166 PERS (PERS); 166 WC (Workers Compensation); in Fund 171, Workforce Development; 171 IN (Insurance/Medicare Tax); 171 PERS (PERS); 171 WC (Workers Compensation); In Fund 172, Enhanced Operations – 172 IN (Insurance/Medicare Tax); 172 PERS (PERS); 172 WC (Workers Compensation); Fund 173, Adolescent Health – 173 IN (Insurance/Medicare Tax); 173 PERS (PERS); 173 WC (Workers Compensation). Dr. Brandeberry seconded the motion. Motion carried.

Ms. Kahle made a motion to approve the following appropriations: Fund 128, Get Vaccinated - \$ 200.00 - 128 IN (Insurance/Medicare Tax); \$1,500.00 - 128 PERS (PERS); \$ 200.00 - 128 WC (Workers' Compensation); Fund 147, Tobacco - \$ 300.00 - 147 IN (Insurance/Medicare Tax); \$1,000.00 - 147 PERS (PERS); \$ 700.00 - 147 WC (Workers' Compensation); Fund 166, Community Health - \$ 300.00 - 166 IN (Insurance/Medicare Tax); \$2,500.00 - 166 PERS (PERS); \$ 200.00 - 166 WC Workers' Compensation; Fund 171, Workforce Development - \$ 200.00 - 171 IN (Insurance/Medicare Tax); \$5,000.00 - 171 PERS (PERS); \$ 200.00 - 171 WC (Workers' Compensation); Fund 172, Enhanced Operations - \$ 200.00 - 172 IN (Insurance/Medicare Tax); \$5,000.00 - 172 PERS (PERS); \$ 200.00 - 172 WC (Workers' Compensation); Fund 173, Adolescent Health - \$ 200.00 - 173 IN (Insurance/Medicare Tax); \$2,500.00 - 173 PERS (PERS); \$ 200.00 - 173 WC (Workers' Compensation); as well as the following: \$ 5,000.00 into 67 TR; Food - Travel, \$100,000.00 into 125 WPCLF; Septic - WPCLF, \$ 3,000.00 into 96 FE; Water - Laboratory Fees, \$ 2,000.00 into 96 OT; Water - Other, \$ 5,000.00 into 172 COE; COVID Enhanced Operations - Contracts and \$15,000.00 into 147 TO, Tobacco Transfer Out. The motion was seconded by Dr. Brandeberry.

Ms. Verhoff made a motion to approve the transfer of \$15,000.00 from 147 Tobacco TO (Transfer Out) to 63 N, (General Transfer In), seconded by Ms. Kahle. Motion carried.

Environmental Division Business:

Ms. Rieman explained that the Environmental Health and Operation and Maintenance Monthly Review will be shared with the Board of Health following the meeting. She gave a brief update on an animal bite case that the agency is investigating.

The proposed 2025 Food Fees were included in the packet and Ms. Rieman presented them to the Board for the 3rd reading. She noted that the fees remain unchanged from the first reading. Ms. Verhoff made a motion to adopt the proposed 2025 food fees, seconded by Ms. Kahle. Motion carried.

Ms. Rieman reported that the department has been working with individuals from Fresh Encounter, the grocery chain that purchased Kohls Market. Upon learning that the store had been sold, Ms. Trame, our food program lead, proactively reached out to the new owners to inform them that we have a policy that does not allow for the transfer of food licenses and shared with them what would need to be done to obtain their food license. At the time of this meeting, Fresh Encounter representatives have started the process with the department and is expected to have a license so that the store can remain opened when the transfer occurs.

Dr. Brandeberry made a motion to approve the Environmental Health Intern Position Description, with the noted revision in the qualification section that Ms. Rieman shared with the Board of Health. Ms. Kahle seconded the motion. Motion carried.

Nursing Division Business:

Ms. Recker reviewed the PCHD Nursing Report that was included in the Board Packets. Items of interest for this month include the communicable disease report, an update on the flu and COVID vaccination clinics, tobacco compliance checks and Narcan distribution.

Ms. Verhoff motioned to approve the hiring of Dolores Garcia to the position of Community Health Worker at \$21.00 per hour effective December 2, 2024 seconded by Ms. Kahle. Motion carried.

Administrative Business:

Ms. Rieman shared that the Health Department will soon be undergoing a website overhaul. The agency will be using Natural Design and Graphics. This company is currently revamping the websites for the county.

Ms. Rieman shared that the agency received notice that an Accreditation Specialist has been assigned to our agency. She is new to PHAB (Public Health Accreditation Board). Ms. Rieman also reported that work is continuing with our Strategic Plan. We continue to be on schedule for the final product to be presented at the December Board of Health meeting for approval.

After the October Board of Health meeting Ms. Rieman engaged in several discussions about the possible need for agency-issued cell phones for Environmental Health staff. Prior to the December meeting, Ms. Rieman and Mr. Amormino will work to determine the best option for employees.

Ms. Rieman brought up the topic of wage increases for 2025. It was determined to table that decision until the next Board of Health meeting. She also shared that she reviewed the results of the AOHC Salary Survey and noted that most of our positions were in line with the wages seen in neighboring health districts with the exception of our Director of Nursing/Health Promotion and Director of Finance/HR. Ms. Rieman suggested an increase for those individuals to be brought up to the wages held by others in their positions with their years of service. Ms. Verhoff made a motion to adjust Ms. Recker's wage to \$42.00 per hour and Ms. Lammers to \$33.00 per hour. Ms. Kahle seconded the motion. Motion carried.

Putnam County HomeCare and Hospice

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

There were no Then and Now Resolutions.

Ms. Kahle made a motion to approve the transfer within Fund 101 (Hospice) of \$150,000.00 from 101 SA (Salaries) into 101 SER (Inpatient/Ancillary). Ms. Verhoff seconded the motion. Motion carried.

The Profit and Loss Report was included in the packet that was sent to the Board Members prior to the meeting. Mr. Boop reviewed this with the board during his monthly update.

Agency Update

Mr. Boop provided his presentation to the Board of Health. Included was an update on the recurring topics of culture, RCM, QAPI, and Growth. He also provided a short description about the results of the Employee Engagement Survey completed by the staff.

Business Meeting

Dr. Brandeberry motioned to accept the resignation of Ms. Jennifer Karhoff, seconded by Ms. Kahle. Motion carried.

Mr. Boop shared that he was looking into revising/updating the Personnel Policy manual. More information will be shared at an upcoming meeting.

Ms. Verhoff made a motion to approve a 2% increase in pay for employees of Putnam County HomeCare and Hospice, seconded by Dr. Brandeberry. Motion carried.

Dr. Brandeberry made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:24 PM.

At the conclusion of the business meeting, the Board of Health members in attendance watched a video regarding Public Health Advocacy put together by AOHC (Association of Ohio Health Commissioners). This 30 minute video and discussion will be counted toward Board of Health member mandatory contact hours.

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