

PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
October 9, 2024

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, October 9, 2024, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, 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 Specialist Jodie Lammers, Director of Environmental Health David Amormino, Director of PCHH, Trent Boop and Medical Director, Dr. Jacinta Eickholt. Putnam County Commissioner John Schlumbohm was present as a guest.

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

Ms. Verhoff made the motion to approve the minutes from the September 11, 2024 Board of Health Meeting, seconded by Mr. Stechschulte. Motion carried.

Ms. Rieman shared with the Board of Health that many surrounding local Health Departments close on Christmas Eve. Prior to this year, the PCHD has followed the courthouse and have been open until Noon on Christmas Eve with very little, if any, in person visits or phone calls for assistance. Ms. Rieman asked the Board to allow PCHD to be closed all day on Christmas Eve. Mr. Stechschulte made a motion to close the office all day on Christmas Eve as a paid holiday, seconded by Mr. Burkhart. Motion carried.

Putnam County Health Department

Fiscal Business:

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

There were no Then and Now Resolutions.

Mr. Burkhart made a motion to appropriate \$100.08 into 73 TO, Transfer Out; Fund 73 PHEP and \$716.34 into 172 TO, Transfer Out, Enhanced Operations. Ms. Verhoff seconded the motion. Motion carried.

Mr. Burkhart made a motion to approve the following transfers within Fund 073, PHEP Grant: \$3,000.00 from 73 EQP (Equipment) to 73 ODP (Other Direct Costs) and \$8,000 from 73 SAP (Salaries/Fringes) to 73 COP (Contracts). Included in the motion was a transfer of \$100.08 from 73 TO, PHEP Transfer Out into 63N, General Transfer In; \$716.34 from 172 TO, Enhanced Operations Transfer Out into 63 N, General Transfer In and \$35.12 from 063 E15, General Transfer Out to 147 TI, Tobacco Transfer In. The motion was seconded by Ms. Verhoff. Motion carried.

Mr. Burkhart approved a refund in the amount of \$105.00 to Putnam County EMS, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman reviewed the 3rd Quarter Revenue and Expenditure Reports that were included in the Board of Health packet. Ms. Verhoff made a motion to approve the reports, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart made a motion to approve the 2024 3rd Quarter Credit Card Report for the Putnam County Health Department, seconded by Ms. Verhoff. Motion carried.

Environmental Division Business:

Mr. Amormino reviewed the Environmental Health and Operation and Maintenance Monthly Review with the Board of Health.

Mr. Burkhart made a motion to approve the refund of a temporary food license fee to Joe Salinas in the amount of \$50.00. Ms. Verhoff seconded the motion. Motion carried.

Mr. Amormino presented the second reading of the 2025 Food Fees. The fees remain unchanged from the 1st reading at the September Board of Health Meeting. Two public hearings will be held to give license holders the opportunity to ask questions about the proposed food fees. The fees will be presented for a 3rd reading at the November meeting. At that meeting, we will ask for approval of the proposed fees.

Mr. Amormino discussed the possible hiring of an intern or Registered Environmental Health Specialist in Training to assist the Environmental Health department. Mr. Stechschulte made a motion to create an intern/generalist position, seconded by Ms. Verhoff. Motion carried. A position description for this position will be developed.

The well variance request from the September Board Meeting is ongoing.

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, additional funding for the Opiate Prevention Action Plan in 2025 and updates on our Health Promotion grants.

Ms. Recker also shared that there is a change with our pharmacy license that would allow PCHD as a terminal distributor to periodically sell certain substances to other facilities at cost. This would include COVID and influenza vaccines.

Administrative Business:

The October 2024 Putnam County Health Department newsletter was presented to the Board of Health.

The 3rd Quarter 2024 activity report for the Strategic Plan was shared with the Board of Health members. Ms. Rieman shared her appreciation of the staff for their work on meeting the goals of this plan. Ms. Verhoff made a motion to approve this activity report, seconded by Mr. Burkhart. Motion carried.

The department is in the process of developing the agency 2025-2027 Strategic Plan. Currently, the committee is developing the goals, objectives, performance measures and strategies. Additional information will be shared with the Board at upcoming meetings with the goal of sharing the Strategic Plan at the December meeting for approval.

Ms. Rieman shared that reaccreditation documentation was uploaded to the PHAB (Public Health Accreditation Board) website on September 26, 2024. She will provide additional information as the process unfolds.

Mr. Burkhart made a motion to approve the employment status change of Stacy Meyer from part time (32 hours per week) to full time (40 hours per week), seconded by Ms. Verhoff. Motion carried.

A revised Organizational Chart for the Putnam County Board of Health was shared with the Board of Health. Ms. Verhoff made a motion to approve the proposed Organizational Chart with the creation of the Health Promotion and Administrative Support and Vital Statistics Divisions, seconded by Mr. Burkhart. Motion carried.

Mr. Burkart made a motion to approve the change in title from Fiscal/Grant and HR Specialist to Director of Finance for Jodie Lammers, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to change Ms. Recker's position title from Director of Nursing to Director of Nursing and Health Promotion. The motion was seconded by Mr. Burkhart. Motion carried.

Mr. Stechschulte made a motion for the approval of the Putnam County Health Department to join the county's CEBCO Health Insurance for the period of 3 years. The motion was seconded by Mr. Burkhart. Motion carried.

Mr. Stechschulte made a motion to approve a \$1,500 per year stipend for employees eligible for health insurance who waive coverage through our department. Ms. Verhoff seconded the motion. Mr. Burkhart opposed the motion. The motion carried by majority vote.

Putnam County HomeCare and Hospice

Ms. Verhoff made a motion to approve the expenditures for September 2024, seconded by Mr. Burkhart. Motion carried.

There were no Then and Now Resolutions.

Mr. Burkhart made a motion to approve the transfer of \$4,000.00 within Fund 101 (Hospice) from 101 SA (Salaries) into 101 ACC (Accreditations) and within Fund 66 (Home Health) of \$1,5000 from 066 SA (Salaries) into 066 (Accreditations). 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.

Ms. Verhoff made a motion to approve the 2024 3rd Quarter Credit Card Report for Putnam County HomeCare and Hospice, seconded by Mr. Burkhart. Motion carried.

Agency Update

Mr. Boop provided his presentation to the Board of Health. He provided an update on the recurring topics of culture, RCM, QAPI, and Growth. He also provided an update about the recovery of the Medicaid Room and Board money that was discussed at the September meeting. Mr. Boop is investigating the possibility of obtaining assistance with billing for a limited period of time.

Business Meeting

Mr. Boop stated that he shared the draft Delegation of Authority with Prosecutor Gary Lammers and he approved of the information in the document as written. Mr. Stechschulte made a motion to approve the Delegation of Authority for Christopher Boop, Director of PCHH, seconded by Ms. Verhoff. Motion carried.

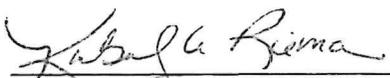
The 3rd Quarter Marketing and Quality Improvement report was shared with the Board of Health and included in the presentation.

Mr. Burkhart made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:56 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