

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
September 11, 2024**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, September 11, 2024, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, Ms. Noralu Kahle, Mr. Kyle Stechschulte and Dr. Kent Brandeberry. 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 and Director of PCHH, Trent Boop.

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

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

**Putnam County Health Department**

**Fiscal Business:**

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

There were no Then and Now Resolutions.

Ms. Kahle made a motion to appropriate \$60,000.00 into E15 General, Transfer Out. In addition, to establish Fund 166, Creating Healthy Communities and to make the appropriations within Fund 166: Revenue - 166 GR (Grant Revenue) and 166 TI (Transfer In); Expenditures – 166 SA (Salaries); 166 FR (Fringes); 166 OD (Other Direct Costs); 166 EQ (Equipment Costs); 166 TO (Transfer Out); 166 AO (Advance Out). Dr. Brandeberry seconded the motion. Motion carried.

Dr. Brandeberry made a motion to approve the transfer of \$95,000 from E15 General, Transfer Out into 166 TI, Creating Healthy Communities TI Transfer In and appropriate into the following expense line items: 166SA - \$70,000; 166 FR - \$5,000; 166 OD - \$10,000 and 166 EQ - \$10,000. The motion was seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to allow David Amormino to accumulate vacation at a rate of .09625 per hour to allow for his previous years of experience as a public employee, seconded by Ms. Kahle. Motion carried.

**Environmental Division Business:**

Mr. Amormino was introduced to the Board of Health as our new Director of Environmental Health.

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

A variance request by the homeowner at 21165 Road 18-S, Fort Jennings, to use an agricultural well for home use (drinking water, etc) was presented to the Board of Health. Mr. Amormino shared the information he had about the request but indicated that he would prefer having more information about the current well and property before presenting his recommendation to the Board. The request was tabled until the October Board of Health Meeting.

Mr. Amormino presented the first reading of the 2025 Food Fees. The cost analysis used to determine the fees resulted in a decrease for the upcoming year. A mailing will be going out to the license holders to invite them to a public hearing. The second reading of the fees will take place at the October Board of Health Meeting.

### **Nursing Division Business:**

Ms. Recker reviewed the PCHD Nursing Report that was included in the Board Packets.

Ms. Recker announced that Andrew Burwell was the preferred candidate for the Health Educator position for the new Creating Healthy Communities Grant. Dr. Brandeberry made a motion to approve the hiring of Mr. Andrew Burwell beginning September 30, seconded by Ms. Verhoff. Motion carried.

### **Administrative Business:**

At the August Board of Health meeting, Ms. Rieman noted that Angela Recker, current Emergency Response Coordinator with our office desired to become an Independent Contractor. A contract was shared with and approved by both Ben Albrecht from Fischel, Downey, Albrecht and Riepenhoff, LLC and Gary Lammers, Putnam County Prosecutor. Ms. Kahle made a motion to approve the contract with Angela Recker for the period of October 1, 2024 through July 15, 2025. The motion was seconded by Ms. Verhoff. Motion carried.

Dr. Brandeberry motion to approve the revisions of the Branding Strategy Policy, seconded by Ms. Kahle. Motion carried.

Mr. Stechschulte again thanked the Health Department for allowing the village and other county offices to use the electronic programable sign. At the time of this meeting it is being used to advertise the Car Fit event that is being held at the Health Department and will also be used to alert residents of the Kiwanis Health Fair. Board Members agreed that the sign should be used in situations that alert individuals to events that improve the health and safety of our community.

## **Putnam County HomeCare and Hospice**

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

There were no Then and Now Resolutions.

Ms. Kahle made a motion to approve the transfer of \$250,000 from 101 TR (Hospice-Transfer out) to 66 TI (Home Health-Transfer In); and to transfer within Fund 101 (Hospice) the following: \$5,000

from 101 CO (Consultants) into 101 ACC (Accreditation) and \$75,000 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. In addition to the recurring topics of culture, RCM, QAPI, Growth, and financial updates, Mr. Boop provided a progress update for Revenue Cycle Management. He also provided a Root Cause Analysis of the MCD reimbursement for Hospice Services. The study found that an error on the part of Medicaid resulted in our loss of funding. After that was discovered by Mr. Boop, Medicaid officials noted that they would allow our agency to bill for those claims. Discussion followed about the concerns noted in the reports.

### **Business Meeting**

The Delegation of Authority for the PCHH Director was included in the materials sent to the board prior to the meeting. Mr. Stechschulte had noted a few concerns with items about establishing positions and pay for employees. He encouraged Mr. Boop to look into the proper section of Ohio Revised Code to determine what specific items needed to be approved by the Board of Health and to bring back a revised draft to an upcoming meeting.

Ms. Verhoff made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 7:48 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