

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
August 13, 2025**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, August 13, 2025, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Joe Burkhart, Dr. Kent Brandeberry and Ms. Noralu Kahle. Present from the Putnam County Health District were: Health Commissioner Kim Rieman, Director of Nursing and Health Promotion Sherri Recker, Director of Fiscal and Human Resources Jodie Lammers, Director of Environmental Health Beth Skulina, and Director of PCHH Trent Boop. Mr. John Schlumbohm, County Commissioner, was a guest of the meeting.

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

Ms. Kahle made the motion to approve the minutes from the July 9, 2025 Board of Health Meeting with the correction noted by Ms. Verhoff, seconded by Dr. Brandeberry. Motion carried. The correction of who seconded a motion was made on the original board minutes.

Ms. Rieman shared that the financial audit for the years ending December 31, 2023 and 2024 is nearing its completion. On Tuesday, August 12, Brenda Troyer from the Ohio Auditor of State's office provided a synopsis of the results with staff from PCHD, PCHH and Board Member Mary Kay Verhoff. The final report, including a Management Letter, will be sent to the Board of Health upon completion.

Putnam County Health Department

Fiscal Business:

Ms. Verhoff made a motion to approve expenditures for July 2025, seconded by Ms. Kahle. Motion carried.

Dr. Brandeberry made a motion for the following appropriations, seconded by Ms. Verhoff. Motion carried:

Fund 8063; \$1,000 into 8063-46-380-506025 and
Fund 8067; \$ 3,000.00 into 8067-46-380-506025

Ms. Kahle made a motion to approve the purchase orders/requisitions listed on the resolution, seconded by Ms. Verhoff. Motion carried.

25-DOH-0018 Medical Supplies	\$57,000.00	(8063-46-380-504010; E2a)
25-DOH-0019 Treasurer, State of Ohio	\$6,000.00	(8063-46-380-506025; E4)
25-DOH00020 Treasurer, State of Ohio	\$3,000.00	(8067-46-380-506025; 67ST)

A list of payments made after the July Board of Health meeting using the Delegation of Authority of Health Commissioner Kim Rieman was shared with the Board of Health. Dr. Brandeberry made a motion to approve following payment once the invoices are obtained, seconded by Ms. Kahle. Motion carried.

- OH Division of Real Estate Amount to Be Determined

Ms. Verhoff made a motion to approve the July 2025 PCHD Financial Reports, seconded by Ms. Kahle. Motion carried.

Environmental Division Business:

Ms. Skulina reviewed the Environmental Board of Health report with those present. Included in the report was a request for a refund of 2022 FSO license. Ms. Rieman and Ms. Skulina shared their reservations of refunding a license from 2022. It was determined that the Board of Health would not consider this request.

Nursing/Health Promotion Division Business:

Ms. Recker reviewed the PCHD Nursing/Health Promotion Report that was included in the Board Packet. She shared her concerns about determining the amount and type of covid vaccination to purchase for the fall.

Ms. Verhoff made a motion to approve the MOU (Memorandum of Understanding) with the ADAMHS Board for the Overdose Awareness Day 2025 Grant, seconded by Dr. Brandeberry. Motion carried.

Administrative Business:

A recommendation was made by the Auditor of State to have a Gift Card Policy for the issuance of gift cards to employees. Ms. Rieman shared a draft policy with the Board. Ms. Verhoff made a motion to approve the policy, seconded by Dr. Brandeberry. Motion carried.

Ms. Lammers shared that the Ohio Department of Health has implemented a new birth and death records software, Ohio Vital Records System (OVRS) on August 6. At this time, only birth records are being issued from this system. New, more costly, certified paper must be used with the new system. When the changes are complete, PCHD must send back the previously purchased paper. Because this paper was purchased with local funds, we will obtain permission from the Board to return this unused paper. It is estimated that this will occur later this year. Finally, in Ohio's budget bill passed in June, it was determined that the cost of a burial permit will increase from \$3.00 to \$10.00. \$9.50 will be submitted to the state and PCHD will keep \$.50. Finally, Ms. Lammers asked the Board of Health to consider the reclassification of Stacy Meyer to Vital Statistics Registrar. Her duties were outlined for the Board. Ms. Kahle made a motion to approve the reclassification of Stacy Meyer to Vital Statistics Registrar at a rate of \$19.00 per hour, seconded by Ms. Verhoff. Motion carried.

Putnam County HomeCare and Hospice

Ms. Verhoff made a motion to approve expenditures for July 2025, seconded by Ms. Kahle. Motion carried.

Dr. Brandeberry made a motion to approve the following Then and Now from Hospice Fund, seconded by Ms. Verhoff. Motion carried.

PO 48599	Synchrony Columbus Pharmacy	\$30,075.67
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Ms. Kahle made a motion to approve the following appropriations, seconded by Ms. Verhoff. Motion carried.

Within Home Health Fund 8066:

- \$20,000 to 8066-46-300-506000 (Home Health Other Expenses)
- \$6,000 to 8066-46-300-506015 (Home Health Dues, Licenses, Subscriptions)

Within Hospice Fund 8101:

- \$100,000 to 8101-46-300-506003 (Hospice Other Expenses)
- \$35,000 to 8101-46-300-503410 (Hospice Consultants)
- \$10,000 to 8101-46-300-506015 (Hospice Dues and Licenses)

Within Palliative Care Fund 8116:

- \$2,000 to 8116-46-300-506015 (Palliative Dues, Licenses, Subscriptions)

Ms. Kahle made a motion to approve the creation of fund 8152, Charitable Fund, seconded by Dr. Brandeberry. Motion carried. This fund will be for charitable donations and memorial contributions to be used as allowed by State and Federal law for operational costs not otherwise reimbursed by Medicare.

July 2025 Financials were included in the agency report. Ms. Verhoff made a motion to approve the reports, seconded by Ms. Kahle. Motion carried.

Agency Update

Mr. Boop shared a powerpoint presentation highlighting agency updates, Monthly and YTD Financial Performance through July (2024 vs 2025), Revenue Cycle Management KPI's, exciting steps being taken to refresh our brand for the agency and positive QAPI results.

Business Meeting

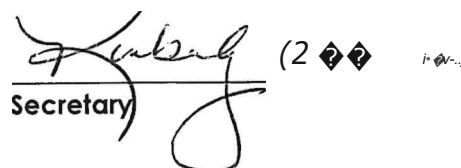
There was no other business.

At the conclusion of the business meeting, Ms. Rieman shared a 15 minute Presentation titled *"Strengthening the Public Health Workforce"* for Continuing Education credit. This presentation covered results of the PHAB Public Health Workforce Calculator as well as agency Core Competencies, the Training Needs Assessment and the creation of the Workforce Development Plan that will be presented to the Board in September.

Dr. Brandeberry made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:07 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