

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
October 8, 2025**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, October 8, 2025, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Joe Burkhart, Dr. Kent Brandedberry, Ms. Noralu Kahle and Mr. Kyle Stechschulte. 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. Brad Brubaker, County Commissioner, was a guest of the meeting.

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

Mr. Burkhart made the motion to approve the minutes from the September 10, 2025 Board of Health Meeting seconded by Ms. Verhoff. Motion carried.

Ms. Kahle made a motion to approve the Putnam County Health District Cybersecurity Resolution, seconded by Mr. Burkhart. Motion carried.

The Cybersecurity Program for the Putnam County Health District was sent to the Board of Health prior to the meeting for review. Ms. Verhoff made a motion to approve the Cybersecurity Program for the district, seconded by Dr. Brandedberry. Motion carried.

**Putnam County Health Department**

**Fiscal Business:**

Ms. Kahle made a motion to approve expenditures for September 2025, seconded by Dr. Brandedberry. Motion carried.

Mr. Burkhart made a motion to make the following appropriations in Fund 8063, General, seconded by Ms. Verhoff. Motion carried.

8063-46-380-504010	\$80,000.00	Medical Supplies/Vaccines
8063-46-380-506100	\$ 1,000.00	OH Division of Real Estate

There were no Then and Nows.

Ms. Kahle made a motion to approve the following purchase order/requisitions:

25-DOH-0021	Medical Supplies	\$80,000.00	(8063-46-380-501010; E2a)
25-DOH-0022	OH Division of Real Estate	\$ 1,000.00	(8063-46-380-506025; E8)

The motion was seconded by Ms. Verhoff. Motion carried.

A list of payments made after the September Board of Health meeting using the Delegation of Authority of Health Commissioner Kim Rieman was shared with the Board of Health. Ms. Verhoff

made a motion to approve those payments and following payments once the invoices are obtained, seconded by Ms. Kahle. Motion carried.

• OH Division of Real Estate	Amount to Be Determined
• Elan Financial Services (CC#1)	Amount to Be Determined
• Elan Financial Services )CC#2)	Amount to Be Determined

Mr. Burkhart made a motion to approve the September and 3<sup>rd</sup> Quarter 2025 PCHD Financial Reports, seconded by Dr. Brandeberry. Motion carried.

### **Environmental Division Business:**

Ms. Skulina reviewed the Environmental Board of Health report with those present.

The proposed Food Fees for 2026 were presented to the Board of Health for the second reading. Ms. Skulina shared that there was no one in attendance for the Public Hearing scheduled on October 8. The fees will be brought to the November Meeting for the 3<sup>rd</sup> reading and approval by the Board of Health.

Ms. Skulina shared that the current staff at the Ohio Department of Health have a different interpretation of law about a homeowner's ability to make an alteration of a septic system with a subsurface sand filter. Mr. Stechschulte asked Ms. Skulina to provide the Board of Health with this information for their review.

Ms. Skulina shared the EH Department's concerns with the new ODH-provided program for reporting for Environmental Health Programs. The state moved to Accella, and the program doesn't contain what is needed in the field and is not user friendly. The Association of Ohio Health Commissioners have worked with HS GovTech and received a proposal for HSCloud, a system that has the characteristics needed for local health departments to manage EH programs. Ms. Rieman will share the contract with Prosecutor Gary Lammers for his review. Mr. Burkart made a motion to enter into contract with HS GovTech when approval has been obtained by Mr. Lammers. The motion was seconded by Dr. Brandeberry. Motion carried.

Ms. Skulina reported that the licensing issue with Brooky's discussed at the September meeting has been resolved. A similar situation occurred with the sale of the Ottawa Subway. Ms. Trame, REHSIT, developed a flyer informing food establishments that food licenses cannot be transferred when selling their business. This flyer will be shared at inspections and at the time of license renewal.

### **Nursing/Health Promotion Division Business:**

Ms. Recker reviewed the PCHD Nursing/Health Promotion Report that was included in the Board Packet. She noted two changes in the Communicable Disease Report for September. Ms. Recker worked with Dr. Eickholt on a standing orders for the COVID vaccine. Flu and COVID clinics have been going well.

### **Administrative Business:**

Ms. Rieman shared information about the Pride Survey given every other year to students in grades 6, 8, 10 and 12. The Health Department has donated money to help make this survey possible and have been asked for a donation again this year. Dr. Brandeberry made a motion to approve a \$750 donation for the Pride Survey, seconded by Ms. Kahle. Motion carried. Information from this survey is included in the results of the Community Health Assessment.

A position description for a new position of Accreditation Coordinator/PIO was shared with the Board of Health. Ms. Verhoff made a motion to approve the Accreditation Coordinator/PIO position, seconded by Ms. Kahle. Motion carried.

Ms. Rieman presented the October 2025 PCHD Newsletter to the Board of Health. This will be sent to the village and township representatives as well as our community partners. It will also be featured on our website and social media pages.

Ms. Rieman shared that county maintenance will be making changes to our front desk/reception area during the upcoming winter months. Ms. Lammers received a quote for new office furniture for the updated area. The Board will be updated as this project progresses.

### **Putnam County HomeCare and Hospice**

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

There were no Then and Now Purchase Orders. *Following the meeting, it was discovered a Resolution for Then and Now Purchase Orders was circulated for the Board to approve but was not verbalized by the Director. The Then and Nows were as follows:*

Andrew Riley	Claim # 2025248EDO185	2025-00521	\$74.00
United Healthcare	H2025-361594-0902	48599	\$2,864.79

Dr. Brandeberry made a motion to appropriate \$8,000 to the Payroll Account (05946300501100) in the Homemaker Aide Fund (059), seconded by Ms. Verhoff. Motion carried.

There were no new Purchase Orders/Requisitions.

A list of payments made after the September Board of Health meeting using the Delegation of Authority of Director of PCHH, Trent Boop was shared with the Board of Health. Mr. Burkhardt made a motion to approve this payment and allow Mr. Boop to use his delegation of authority to approve the payment of invoices that are due prior to the next Board of Health meeting. Dr. Brandeberry seconded this motion. Motion carried.

Dr. Brandeberry made a motion to approve the September and 3<sup>rd</sup> Quarter 2025 financial reports, seconded by Ms. Verhoff. Motion carried.

### **Agency Update**

Mr. Boop shared a PowerPoint presentation highlighting agency updates, Monthly and YTD Financial Performance through September (2024 vs 2025) and a Q1 and Marketing Quarterly

Update. Mr. Boop also shared the work he has done on dashboards he is compiling for the agency as well as some innovative items that Artificial Intelligence has helped him create.

### **Business Meeting**

Ms. Verhoff made a motion to approve the quarterly QI/Marketing Report for PCHH, seconded by Dr. Brandeberry. Motion carried.

The proposed Attendance Policy was sent to the Board prior to the meeting. Mr. Burkhart made a motion to approve the policy, seconded by Ms. Verhoff. Motion carried.

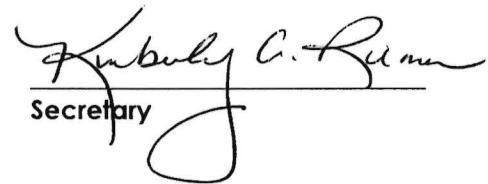
Recently, PCHH has had an increase in expenditures for consulting fees. Ms. Verhoff encouraged an examination of these services to make sure we are still benefitting from the consultants. In looking at this further, some payments were for services provided to the agency. In 2026, the VIP system will have clearer General Ledger of accounts and consultants and contracted services will be separate line items. There was a short discussion about which of these services could be brought into the agency for potential cost savings.

Mr. Burkhart made a motion to adjourn, seconded by Dr. Brandeberry. 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.**



John D. Burkhart  
President



Kimberly C. Rummel  
Secretary