

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
September 10, 2025**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, September 10, 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 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 August 13, 2025 Board of Health Meeting seconded by Ms. Verhoff. Motion carried.

Ms. Rieman shared that the financial audit for the years ending December 31, 2023 and 2024 is complete and should be made public in about 2-3 weeks. Ms. Rieman has been in contact with ODH to ask if she should request an extension because of the tight deadline (September 30). She will follow the suggestions of ODH.

Putnam County Health Department

Fiscal Business:

Ms. Verhoff made a motion to approve expenditures for August 2025, seconded by Dr. Brandeberry. Motion carried.

Mr. Burkhart made a motion to appropriate \$25,000 into 8063-46-380-510000, General – Transfer Out; and Transfer \$25,000 from 8063-46-380-51000 (Transfer Out) General to 8147-23-380-423000 (Transfer In) Tobacco Grant; then appropriate within 8147 (Tobacco Grant) the following:

8147-46-380-501100	\$22,000.00	Salaries
8147-46-380-502000	\$ 2,000.00	OPERS
8147-46-380-502100	\$ 1,000.00	Medicare Tax

And to make the following appropriations within:

- Fund 8063, General; 8063-46-380-502100 - \$2,000.00 Medicare Tax
- Fund 8067; Food; 8067-46-380-501100 Salaries-\$15,000.00; 8067-46-380-502100 Medicare Tax - \$ 500.00; and 8067-46-380-502000 OPERS - \$ 2,000.00
- Fund 8125; Septic; 8125-46-380-501100 Salaries - \$ 5,000.00; 8125-46-380-502100 Medicare Tax – \$ 1,000.00; Medicare Tax; 8125-46-380-502000 OPERS - \$ 2,000.00

And to approve the increase of appropriations within Fund 8095, Campgrounds and Trailer Parks

8095-46-380-502000	\$ 750.00	OPERS
8095-46-380-202100	\$ 100.00	Medicare Tax
8095-46-380-502200	\$ 100.00	Workers Comp
8095-46-380-501100	\$ 750.00	Salaries
8095-46-380-502600	\$ 100.00	Travel

seconded by Ms. Verhoff. Motion carried.

There were no Purchase Orders/Requisitions or Then and Nows.

A list of payments made after the August 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 Dr. Brandeberry. Motion carried.

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| • 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 August 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. She informed the Board of PCHD's actions surrounding the rabies positive bat on August 29.

The proposed Food Fees for 2026 were presented to the Board for the first reading. Ms. Skulina shared the current fees, the maximum fees allowed according to the cost methodology, and the proposed fees. In addition, the fees since 2021 were shared with the Board for historical information. This information will be presented to the license owners at a public hearing prior to the next Board of Health meeting.

The new owners of Brooky's have been operating under a manager's agreement with the previous owners since their purchase of the business this spring. Because of a change in ownership, the new owners must complete a plan review and make necessary changes to bring the facility to current code. The new owners began the paperwork but may likely not have the process completed by October 1, the day that the manager's agreement ends. Likely scenarios were discussed. Mr. Stechschulte made a motion to allow Ms. Skulina and Ms. Rieman to monitor the progress of the new owners of Brooky's in meeting the requirements to obtain their food license and take appropriate actions (Conditional License or Cease and Desist), seconded by Dr. Brandeberry. Motion carried. Ms. Skulina and Ms. Rieman will work with Ms. Trame, REHSIT on this issue. An update will be provided at the next meeting.

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.

Administrative Business:

The 2025-2028 Putnam County Health Department Workforce Development Plan was shared with the Board of Health. Ms. Verhoff made a motion to approve the plan, seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman spoke briefly about the department achieving reaccreditation. Additional information should be received from PHAB in approximately 4 weeks. The staff will be recognized for this accomplishment at the September Staff Meeting.

Putnam County HomeCare and Hospice

Dr. Brandeberry made a motion to approve expenditures for August 2025, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the following Then and Nows, seconded by Dr. Brandeberry. Motion carried.

PO 2025-00521	Culligan Lima	\$ 74.70
PO 2025-00521	Elan Financial Services	\$ 13,862.83
PO 2025-00521	Healthcare Provider Solution	\$ 3,000.00
PO 2025-00521	HealthRev Partners	\$ 8,701.59
PO 2025-00521	Inovalon Provider Inc	\$ 2, 825.26
PO 2025-00521	McBee Associates	\$ 10,330.00
PO 2025-00521	Public Entities Pool	\$ 9,411.50
PO 2025-00521	Relentless IT	\$ 201.25
PO 2025-00521	Strategic Health Programs	\$ 548.80
PO 2025-00521	WellSky Corporation	\$ 749.02
PO 48599	Putnam County Emergency	\$ 256.35

Mr. Burkhardt made a motion to approve the transfer of \$30,000 from 8101 (Hospice) to 8116 (Palliative Care), seconded by Ms. Verhoff. Motion carried.

Mr. Burkhardt made a motion to approve payments of additional invoices that come in after the Board Meeting but prior to the next board meeting, using the signed Delegation of Authority, seconded by Dr. Brandeberry. Motion carried.

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

Agency Update

Mr. Boop shared a powerpoint presentation highlighting agency updates, Monthly and YTD Financial Performance through August (2024 vs 2025) and Revenue Cycle Management KPI's. He also mentioned that work is continuing on the branding refresh and the dissolution of the 501c3, Friends of Putnam County HomeCare and Hospice.

Following the presentation, Mr. Boop and the Board Members discussed their thoughts about changing to more vendor specific Purchase Orders in 2026. Mike Odle, Office and HR Manager, has begun working on this project.

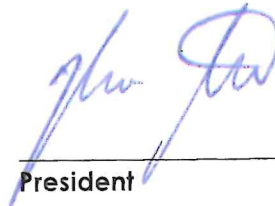
Business Meeting

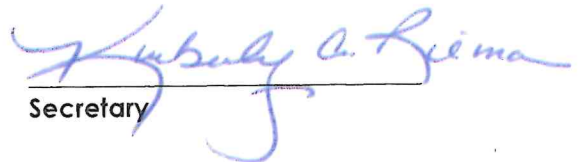
Mr. Boop noted that Mr. Odle has been working on a new attendance policy. This will be shared with the Board at the October meeting.

At the conclusion of the business meeting, Ms. Rieman shared a 15 minute Presentation titled "Responsibilities for the Board of Health" for Continuing Education credit.

Mr. Burkhardt made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:40 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