

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
November 12, 2025**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, November 12, 2025, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Joe Burkhardt, Dr. Kent Brandeberry, 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.

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

Mr. Burkhardt made the motion to approve the minutes from the October 8, 2025 Board of Health Meeting seconded by Ms. Verhoff. Motion carried.

Dr. Brandeberry made a motion to approve the Staff Recognition/Holiday Gifts of a \$50.00 Walmart Gift card for staff of Putnam County Health Department and Putnam County HomeCare and Hospice, seconded by Ms. Verhoff. Motion carried.

Dr. Brandeberry motioned to approve the OPERS Conversion Plan resolution, seconded by Mr. Burkhardt. Motion carried.

Mr. Burkhardt made a motion to approve the 2026 Sale of Property resolution, seconded by Dr. Brandeberry. Motion carried.

Putnam County Health Department

Fiscal Business:

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

Mr. Burkhardt made a motion to make the following appropriations in Fund 8067, Food, seconded by Dr. Brandeberry. Motion carried.

8067-46-380-506000	\$5,000.00	Other (Food)
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There were no Then and Nows.

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

25-DOH-0023	Baldwin Group(contracts)	\$5,000.00	(8063-46-380-503300; E5)
25-DOH-0024	HealthSpace USA(other)	\$10,000.00	(8067-46-380-506000; 67OT)
25-DOH-0025	Fulton Co. Health. Dept(contracts)	\$3,344.14	(8063-46-380-503300; E5)

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

A list of payments made after the October 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 the following payments once the invoices are obtained, seconded by Ms. Kahle. Motion carried.

• OH Division of Real Estate	Amount to Be Determined
• Elon Financial Services {CC#1)	\$2,394.26
• Elon Financial Services)CC#2)	\$ 352.35

Mr. Burkhart made a motion to approve the October 2025 PCHD Financial Reports, seconded by Dr. Brandeberry. Motion carried.

The proposed 2026 Budget for the Putnam County Health Department was distributed to the Board for review prior to the meeting. Dr. Brandeberry made a motion to approve the 2026 Budget, seconded by Ms. Kahle. Motion carried.

Ms. Verhoff made a motion for staff of the Putnam County Health Department to receive a 3% salary increase for 2026, seconded by Dr. Brandeberry. Motion carried.

Environmental Division Business:

Ms. Skulina reviewed the Environmental Board of Health report with those present. Included in this report was an update on the Operation and Maintenance Program, the sharing of the final report from the Campground survey with OOH, a reminder that OOH will be surveying our Food Program the week of December 8-12, and information about a potential Ground Water Conflict Investigation request.

Ms. Skulina reviewed the change in OOH staff interpretation regarding the ability for our department to issue an alteration permit for a tank replacement in a system with a subsurface sand filter. Prosecutor Gary Lammers submitted a letter of opinion stating that the department can issue an alteration permit if the system is not causing a nuisance. Ms. Skulina shared her thoughts about an update to the policy that would require a service provider to complete an inspection to ensure the system is functioning as it was originally approved and the PCHD staff to verify that there is not a nuisance prior to performing a tank replacement. The Board agreed with that change in policy. Ms. Skulina will bring a revised policy to the December Board of Health Meeting.

The proposed Food Fees for 2026 were presented to the Board of Health for the third reading. There has been no change in the proposed fees from the first reading in September. Ms. Verhoff made a motion to approve the proposed fees effective January 1, 2026 for the Food Program for 2026, seconded by Ms. Kahle. Motion carried.

The board received a variance request from Danielle Niese, to allow the waste from her body art business to be disposed of through her home's septic system. In 2026, a sanitary sewer will be installed in Miller City, and this would be allowable through the EPA. Mr. Stechschulte made a motion to allow her to use her septic system upon approval by Ohio EPA for the disposal of waste for her business, seconded by Ms. Kahle. Motion carried. This variance expires December 31, 2026.

A variance request from Colyn Niese was presented to the Board for their consideration. This variance would allow PCHD to approve the altered private water system located at 1563 Rd 7-A, Leipsic, once Mr. Niese has registered as a private water system contractor and the system meets all of the requirements in Ohio Administrative Code 3701-28. Mr. Burkhart made the motion to approve the variance, seconded by Dr. Brandeberry. Motion carried.

Ms. Kahle made a motion to approve the Environmental Health Delegation of Authority, to include the ability to deny, suspend or a revoke a license of Food Service Organizations, seconded by Ms. Verhoff. Motion carried.

The Policy on Removal of Food or Embargo of Food During an Inspection was shared with the Board prior to the meeting. Dr. Brandeberry made a motion to approve the revised policy, seconded by Ms. Verhoff. Motion carried.

Nursing/Health Promotion Division Business:

Ms. Recker reviewed the PCHD Nursing/Health Promotion Report that was included in the Board Packet. She shared that several changes to the reportable disease list occurred on October 1, 2025. One change was that only hospitalized COVID 19 cases are now reportable. She also shared that high dose flu and COVID vaccine continue to be ordered as additional doses are needed. The nurses are finishing school screenings for contracted schools. Finally, the Tobacco Prevention Art Contest was very successful with over 50 submissions. The winning artwork can be found on our website.

Administrative Business:

Ms. Rieman shared a 3rd Quarter 2025 activity report for the agency's Strategic Plan. Ms. Verhoff made a motion to approve this update, seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman reported that on November 4, the Putnam County Commissioners approved a combined position with PCHD for a Public Information Officer and Accreditation Coordinator.

Dr. Brandeberry made a motion to change the holiday schedule for the Putnam County Health Department to be closed on Christmas Eve in 2025. The motion was seconded by Ms. Verhoff. Motion carried.

Dr. Brandeberry made a motion to approve a Staff Appreciation/Training event for the Health Department staff on Wednesday, December 17, seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared with the Board that she is considering a change in hours for the Putnam County Health Department that would include 9 hour days Monday through Thursday and 4 hours on Friday. Prior to making a change, a review will be conducted to determine how this can be accomplished that would be beneficial for both the staff and our residents. Information will be provided at upcoming meetings with the intention of a new schedule being implemented in the spring/summer.

Mr. Stechschulte made a motion to enter into Executive Session at 6:45 PM to consider the compensation of public employees. Mr. Burkhart seconded the motion. Roll call vote: Mr. Burkhart, yes; Dr. Brandeberry, yes; Ms. Verhoff, yes; Ms. Kahle, yes; Mr. Stechschulte, yes.

The Board entered back into regular session at 6:47 PM with no decisions made.

Putnam County HomeCare and Hospice

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

There were no Then and Now Purchase Orders.

Ms. Kahle made a motion to transfer \$35,000 from 8101-00-000-101000 (Hospice) to 8116-00-000-101000 (Palliative) and \$360,000 to 8066-00-000-101000 (Home Health) and to approve the following appropriations:

Within Fund 8116: \$23,000 to 8116-46-300-501100 Payroll; \$3,500 to 8116-46-300-502000 (OPERS) and \$7,500 to 8116-46-300-502300 (Fringe and Hospitalizations); *Within Fund 8066* \$161,000 to 8066-46-300-501100 (Payroll); \$22,500 to 8066-46-300-50200 (OPERS) and \$38,000 to 8066-46-300-502300 (Fring and Hospitalizations).

The motion was seconded by Dr. Brandeberry. Motion carried.

Ms. Kahle made a motion to add the following line items for expenses within Fund 8152 (Charity Fund): 8152-46-300-501100 Home Health Employee Compensation; 8152-46-300-502000 Fundraising OPERS; 8152-46-300-502100 Fundraising Medicare; 8152-46-300-502300 Fundraising Hospitalization; 8152-46-300-502610 Transportation (Mileage Reimbursement); 8152-46-300-502710 Continuing Education (Seminars); 8152-46-300-503100 Adv/Promotion; 8152-46-300-503400 Audit/Accounting; 8152-46-300-503505 Telephone/Pager; 8152-46-300-503600 Rent; 8152-46-300-503605 Contracted/Leases; 8152-46-300-503750 Liability Insurance; 8152-46-300-504000 Office Supplies; 8152-46-300-504100 Equipment; 8152-46-300-506001 Health Board/Advisory Board Expense; 8152-46-300-506010 Accreditations; 8152-46-300-506015 Dues, Licenses, Subs, Library; 8152-46-300-51000 Transfer Out; seconded by Mr. Burkhart. Motion carried.

There were no new Purchase Orders/Requisitions.

A list of payments made after the October Board of Health meeting using the Delegation of Authority of Director of PCHH, Trent Boop was shared with the Board of Health. Ms. Verhoff 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. Ms. Kahle seconded this motion. Motion carried.

Ms. Verhoff made a motion to approve the October 2025 financial reports, seconded by Ms. Kahle. Motion carried.

The proposed Putnam County HomeCare and Hospice 2026 budget was presented to the Board of Health for consideration. Mr. Burkhart made a motion to approve the budget, seconded by Dr. Brandeberry. Motion carried.

There was a discussion about 2026 salary increases for Putnam County HomeCare and Hospice. A decision will be made at the December Board of Health Meeting.

Agency Update

Mr. Boop shared a PowerPoint presentation reviewing the financial activity of the agency for the of the last two years. In addition, an update of the census for each line of service was provided.

Business Meeting

Dr. Brandeberry made a motion to approve the addendum to the Probationary Period Policy that will allow the probationary period to be extended to a total of 12 months. Ms. Verhoff seconded the motion. Motion carried.

Mr. Stechschulte made a motion to allow PCHH staff to have the day off for Christmas Eve, seconded by Mr. Burkhart. Motion carried. Pay or time off will be given to staff who must work the morning of Christmas Eve.

Mr. Burkhart made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:41 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.

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