

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

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, December 10, 2025, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Mary Kay Verhoff, Mr. Joe Burkhart, 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, Director of PCHH Trent Boop and Medical Director Dr. Jacinta Eickholt. Putnam County Commissioner Brad Brubaker was a guest of the meeting.

The meeting was called to order at 5:30 PM by Mr. Stechschulte.

Ms. Verhoff made the motion to approve the minutes from the November 12, 2025 Board of Health Meeting seconded by Mr. Burkhart. Motion carried.

The Disaster Recovery Plan for the Putnam County Health Department was provided to the Board of Health prior to the meeting. Ms. Rieman explained that Putnam County HomeCare and Hospice has an identical policy. Ms. Verhoff made a motion to approve the Disaster Recovery Plan for each agency, seconded by Mr. Burkhart. Motion carried.

Putnam County Health Department

Fiscal Business:

Mr. Burkhart made a motion to approve expenditures for November 2025, seconded by Ms. Verhoff. Motion carried.

Mr. Burkhart made a motion to establish account line 8093-41-380-51000, Transfer Out, Fund 8093, MRC, and to appropriate the following funds into Transfer Out:

\$10,000.00 into 8093-41-380-510000 (MRC)
\$180,000.00 into 8171-41-380-510000 (WF)
\$66,234.51 into 8172-41-380-510000 (EO)

And, to Transfer these amounts as follows:

\$10,000.00 from 8093-41-380-510000 (MRC) to 8063-21-380-421000 (Gen)
\$180,000.00 from 8171-41-380-510000 (WF) to 8063-21-380-421000 (Gen)
\$66,234.51 from 8172-41-380-510000 (EO) to 8063-21-380-421000 (Gen)

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

There were no Then and Nows.

Mr. Burkhart made a motion to approve the 2026 Purchase Orders/Requisitions for the Putnam County Health Department, seconded by Ms. Verhoff. Motion carried. The list of Purchase Orders/Requisitions are on file and are approved in VIP.

A list of payments made after the November 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, the following payments and others obtained and due prior the next Board of Health Meeting, seconded by Mr. Burkhart. Motion carried.

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

Ms. Lammers explained the need to minus appropriations at the end of the year and provided an example of this resolution from 2024. Ms. Verhoff made a motion to minus appropriations needed for the end of 2025 for PCHD, seconded by Mr. Burkhart. Motion carried.

Ms. Lammers also explained the potential need for loan forgiveness for OWDA and provided an example from a previous year. Mr. Burkhart made a motion to appropriate in Fund 125, Septic, to 125 LOAN - Expenditure Loan to cover this loan forgiveness, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the November 2025 PCHD Financial Reports, seconded by Mr. Burkhart. Motion carried.

Environmental Division Business:

Ms. Skulina reviewed the Environmental Board of Health report with the Board of Health. Included in this report was an update on the Operation and Maintenance Program, preliminary results of the ODH Food Survey and pending legislation.

Ms. Skulina presented a variance request from OAC 3701-28-07 (G) and (J) to the Board of Health for the property located at 235 W. First Street, Ft. Jennings. This variance would allow the placement of a new well in an area that does not meet the isolation distance requirements. Ms. Verhoff motioned to approve the variance with the condition that a protective barrier is required to be constructed and all surface water is to be directed away from the well casing prior to final approval. Mr. Burkhart seconded the motion. Motion carried.

At the November 2025 Board of Health meeting, Ms. Skulina presented recommendations for determining if a tank replacement would be permissible for existing systems with subsurface sand filters. Prior to the meeting, two policies were provided to the Board of Health for their consideration that outlined directives for contractors to determine if the system was working as designed and for Environmental Health staff to determine that a public health nuisance was not present prior to allowing a tank replacement. Ms. Verhoff made a motion to approve the Policy to Connect to an Existing Septic System and Policy for Approval to Replace a Septic Tank, seconded by Mr. Burkhart. Motion carried.

Nursing/Health Promotion Division Business:

Ms. Recker reviewed the PCHD Nursing/Health Promotion Report that was included in the Board Packet. Included in the report was the Communicable Disease Report, the update on the ACIP's vote to not recommend the birth dose of Hepatitis B, and updates on the CHA report and the Tobacco Prevention Grant.

The revised position description for Andrew Burwell to include duties as an epidemiologist was sent to the Board for review. Ms. Verhoff made a motion to approve the revised position description, seconded by Mr. Burkhart. Motion carried.

Administrative Business:

Ms. Rieman shared that two interviews have been scheduled for the PIO/ Accreditation Coordinator position. EMA Director Brian Hilvers and Sheriff Siefker have been invited to participate in the interviews.

Ms. Kahle made a motion to approve the 2026 allowance of \$3,000.00 for the Wellness Program for PCHD, seconded by Mr. Burkhart. Motion carried.

Ms. Rieman and Ms. Recker shared with the Board that the Public Health Accreditation Board is reviewing the requirements for accreditation and reaccreditation and has asked for feedback from local health departments. To get additional information, PCHD is asking for feedback from stakeholders, including the Board of Health. Ms. Rieman led the group through questions about accreditation and the role of the Board in the process.

Ms. Rieman noted that in the Strategic Plan's Workforce Pillar, it was noted that the Board of Health will recognize accomplishments of employees or departments. Items noted for recognition that were agreed upon by the Board of Health include: new licensure/certification; award from OOH or other state agency; recognition from NACCHO or other national organizations; recognition from county partners; new funding source; adoption of a new program; years of service/longevity.

Putnam County HomeCare and Hospice

Mr. Burkhart made a motion to approve expenditures for November 2025, seconded by Ms. Verhoff. Motion carried.

There were no Then and Nows.

There were no Appropriation/Transfers.

Ms. Verhoff made a motion to approve the 2026 Purchase Orders/Requisitions for Putnam County HomeCare and Hospice, seconded by Ms. Kahle. Motion carried. The list of Purchase Orders/Requisitions are on file and are approved in VIP.

A list of payments made after the November 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. Kahle made a motion to approve the November 2025 financial reports, seconded by Ms. Verhoff. Motion carried.

Mr. Burkhart made a motion to minus appropriations needed for the end of 2025 for Putnam County HomeCare and Hospice, seconded by Ms. Kahle. Motion carried.

Mr. Burkhart made a motion to approve a 1% pay increase for all PCHH staff, with the exception of the staff who are in their probationary period, seconded by Mr. Kahle. Motion carried.

Agency Update

Mr. Boop shared a PowerPoint presentation featuring the current census, financial standing of the agency, items being developed to market PCHH, leadership development activities, a dashboard showing the KPI's of the agency and a program he developed to organize the orientation and education of the new Business Development Representative, Ms. Parrett.

Business Meeting

No items were identified for this portion of the meeting.

Ms. Kahle made a motion to adjourn, seconded by Mr. Burkhart. Motion carried. The meeting adjourned at 6:37 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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Secretary

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