

**PUTNAM COUNTY BOARD OF HEALTH**  
**MEETING SUMMARY**  
**February 11, 2026**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, February 11, 2026, 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 Dr. Kent Brandeberry. Present from the Putnam County Health District were: Health Commissioner Kim Rieman, Director of Nursing and Health Promotion Sherri Recker, Director of Environmental Health Beth Skulina, Health Educator/Epidemiologist Andrew Burwell and Director of PCHH Trent Boop.

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

Ms. Verhoff made the motion to approve the minutes from the January 14, 2026 Board of Health Meeting seconded by Ms. Kahle. Motion carried.

**Putnam County Health Department**

**Fiscal Business:**

Dr. Brandeberry made a motion to approve expenditures for January 2026, seconded by Ms. Verhoff. Motion carried.

A list of bills paid using the Delegation of Authority of Kim Rieman, Health Commissioner since the January 2026 meeting was shared with the Board of Health. Ms. Kahle made a motion to approve Ms. Rieman to use her Delegation of Authority to approve the payment of bills due prior to the March Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

There were no Then and Nows.

There were no Appropriations.

There were no Transfers.

Ms. Verhoff made a motion to approve the January 2026 Financial Report, seconded by Dr. Brandeberry. Motion carried.

**Environmental Division Business:**

Ms. Skulina reviewed the February 2026 Environmental Health Report with the Board of Health. Highlights from the report included information about the receipt of renewals and year 9 of the Operation and Maintenance Program, and properties referred to the Prosecutor's Office. Ms. Skulina shared that the Food Program was surveyed by the Ohio Department of Agriculture on February 10-12. In addition, she highlighted the status of food facilities in that had changed ownership in 2025 that had not completed the required plan review. The Board informed Ms. Skulina and Ms. Rieman to take necessary steps, including issuing a cease and desist, if proper actions are not taken by March 1, 2026. An update will be provided to the Board of Health at the March 11 meeting.

Ms. Kahle motioned to approve the variance to allow CEUs completed in 2026 to count for their 2026 sewage treatment system installer registration for two contractors. Dr. Brandeberry seconded the motion. Motion carried.

The Policy for Not Allowing the Transfer of FSO or RFE Licenses was sent to the Board prior to the meeting. Ms. Kahle made a motion to accept the revised policy, seconded by Dr. Brandeberry. Motion carried.

Also in the Board of Health packet was a revised policy for Payment at the Time of Environmental Health Services. Ms. Verhoff motioned to approve the policy, seconded by Ms. Kahle. 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 January Communicable Disease totals and updates on the Get Vaccinated Grant, as well as the wonderful work that Health Educator Ms. Nsiah has completed with the Tobacco Grant, resulting in an increase in funding for that program.

Also included in the grant packet was the *Respiratory Illness in Putnam County Weekly Report*. This report has been compiled by Health Educator/Epidemiologist Mr. Burwell.

### **Administrative Business:**

Ms. Rieman shared with the Board of Health that the annual District Advisory Council Meeting is scheduled for Monday, March 2 at 4:30 PM at the Putnam County Health Department. Three individuals have expressed an interest in the open term. The new term begins at the March Board of Health Meeting.

Dr. Brandeberry motioned to approve the hiring of Reeann Arendt as the Nursing Administrative Assistant, seconded by Ms. Verhoff. Motion carried.

Ms. Recker and Mr. Burwell presented information about the 2025 Putnam County Community Health Assessment. The methods used during this assessment and the findings were shared during this 30 minute Continuing Education session. Board of Health members shared their thoughts on the results. This information, as well as feedback from the Partners of a Healthy Putnam County and other community groups will be used in the Community Health Improvement Planning process.

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

Ms. Kahle made a motion to approve expenditures for January 2026, seconded by Dr. Brandeberry. Motion carried.

A list of bills paid using the Delegation of Authority of Trent Boop, Executive Director since the January 2026 meeting was shared with the Board of Health. Dr. Brandeberry made a motion to approve Mr. Boop to use his Delegation of Authority to approve the payment of bills due prior to the March Board of Health Meeting, seconded by Ms. Kahle. Motion carried.

Ms. Verhoff made a motion, seconded by Dr. Brandeberry to approve the following "then and now" purchase orders listed on the resolution and authorize the Auditor to encumber funds for the same. Motion carried.

2026-00227    2026-00230    2026-00224    2026-00220

*The resolution including the account, amount and the recipient of the payment was included on the resolution.*

Dr. Brandeberry made a motion to approve the following transfers: within fund 8059 - \$750.00 from GL Account 8059-46-300-503605 (Contracted Leases) into GL Account 8059-46-300-502610 (Transportation); From Fund 101 (Hospice) - \$15,000.00 from GL Account 8101-46-300-510000 (Transfer Out) to Fund 8059 (Homemaker Aide) GL Account 8059-21-300-421000 (Transfer In) and from Fund 101 (Hospice) - \$50,000.00 from GL Account 8101-46-300-510000 (Transfer Out) to Fund 8116 (Home Health) GL Account 8116-21-300-421000 (Transfer In). The motion was seconded by Ms. Verhoff. Motion carried.

Dr. Brandeberry made a motion to approve the January 2026 Financial Report for Putnam County HomeCare and Hospice, seconded by Ms. Verhoff. Motion carried.

### **Agency Update**

Prior to the meeting, the financial reports and an Executive Summary including Monthly Metrics was shared with the Board of Health. Metrics included census, QAPI, financial and HR measures. Also included in this report was Operational and Staff Highlights and Strategic Progress.


### **Business Meeting**

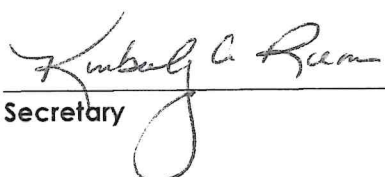
United Way Allocation discussion was tabled to the March Board of Health Meeting.

Ms. Kahle made a motion to approve entering into a contract with Epstein, Becker and Green, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to adjourn, seconded by Ms. Kahle. Motion carried. The meeting adjourned at 7:31PM.

**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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President

  
\_\_\_\_\_  
Secretary

**PUTNAM COUNTY BOARD OF HEALTH  
SPECIAL MEETING SUMMARY  
February 28, 2026**

A Special Monthly Meeting of the Putnam County Board of Health was held Saturday, February 28, 2026, 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 Dr. Kent Brandeberry. Present from the Putnam County Health District were: Health Commissioner Kim Rieman, Ashley Schroeder, Sherolyn Torres, Tonia Rayburn, Myra Parrett, Christy Alstaeffer, Jessica Schlosser, Kelly Maas, Stacy Morman, Mike Odle and Casandra Cramer

The meeting was called to order at 10:00 AM by Mr. Burkhart.

Mr. Burkhart shared with those in attendance that the purpose of this meeting was to discuss the resignation requests of Director C. Trent Boop. He further explained that because this is a special meeting, no other items will be discussed.

The Board of Health asked those in attendance if they had anything to share with the Board regarding the topic of this Special Meeting. Those present expressed that they were just interested in seeing the agency succeed.


Ms. Verhoff made a motion to go into Executive Session for the discussion of the resignation requests of Mr. C. Trent Boop, seconded by Ms. Kahle. Roll call vote: Ms. Kahle, yes; Ms. Verhoff, yes; Mr. Burkhart, yes; Dr. Brandeberry, yes. The Board entered Executive Session at 10:08 AM.


The Board of Health entered back into Regular Session at 11:20 AM.

Dr. Brandeberry made a motion to accept C. Trent Boop's resignation effective immediately, seconded by Ms. Verhoff. Motion carried. Mr. Boop will receive pay for 30 days (with an official separation day of March 30) and will not be required to pay back his tuition paid for by the agency. He will not be permitted back to the office and communication with Mr. Boop must be coordinated with one or two individuals.

Ms. Verhoff made a motion to adjourn, seconded by Ms. Kahle. Motion carried. The meeting adjourned at 11:36 AM.

**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

  
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Secretary