

**PUTNAM COUNTY BOARD OF HEALTH
MEETING SUMMARY
January 14, 2026**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, January 14, 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 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 Environmental Health Beth Skulina, and Director of PCHH Trent Boop. Putnam County Commissioner John Schlumbohm 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 December 10, 2025 Board of Health Meeting seconded by Ms. Verhoff. Motion carried.

The Portable/Removable Media Policy was shared with the Board of Health. Ms. Rieman informed the Board of Health that during their meeting with the Public Entities Pool (PEP), it was suggested that the Board adopt this policy. Ms. Verhoff made a motion to approve the Portable/Removable Media Policy, seconded by Mr. Burkhart. Motion carried.

Putnam County Health Department

Fiscal Business:

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

Ms. Verhoff made a motion, seconded by Mr. Burkhart 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.

2026-00024	2026-00069	2026-00012	2026-00060
2026-00035	2026-00067	2026-00051	2026-00030
2026-00052	2026-00023	2026-00053	2026-00064
2026-00066	2026-00065	2026-00010	2026-00039
2026-00029	2026-00021	2026-00033	2026-00032

An attached document including the account, amount and the recipient of the payment was circulated with the resolution.

The PCHD Credit Card Report for 2025 was included in the packet for the Board of Health. Mr. Burkhart made a motion to approve the report, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the December 2025 Financial Report and the 2025 Profit/Loss Report for the Putnam County Health Department, seconded by Mr. Burkhart. Motion carried.

A list of bills paid using the Delegation of Authority of Kim Rieman, Health Commissioner since the December 2025 meeting was shared with the Board of Health.

Environmental Division Business:

Ms. Skulina reviewed the December 2025 Environmental Health Report with the Board of Health. The response to the 2021 Renewals and 2026 Year 9 Operation and Maintenance applications was 73% and 52%, respectively. The report also showed that the 2024 WPCLF funds have been expended. Finally, the ODA Food Program Survey is scheduled for February 10-12 and food renewal applications for 2026 will be sent out on February 1, 2026.

Ms. Skulina also shared that she will be having discussions with Jim Erford, Mayor of Miller City and a representative from the Village of Ottawa to address the issue of accessibility to sewer for the homeowners.

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, statistics on vaccines given by our office and Putnam County Immunization rates for DTaP, MMR, MCV4 and HPV. She also highlighted that our immunization practices have not changed to reflect the new CDC guidance at this time as we follow ACIP guidelines.

Ms. Recker reported that the CHA report will be released on January 22, from 9-11:00 AM at the Ottawa Library. She shared information from the CHA showing that the type of insurance Putnam County residents have depends on where one lives in the county. In addition, heart disease and obesity rates in Putnam County are higher than the rates in Ohio and the nation. Finally, data shows that we reside in a Mental Health Provider Shortage area and our rates of binge drinking exceed those of Ohio and the nation. More information will be shared at our next Board of Health Meeting.

Mr. Burkhart made a motion to approve the Memorandum of Understanding with Henry County Health Department for the Adolescent Health Resiliency Grant, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the contract with Dr. Jacinta Eickholt for Medical Director services for the Putnam County Health Department. Ms. Kahle seconded the motion. Motion carried.

Administrative Business:

Ms. Rieman and Ms. Recker shared a brief presentation highlighting the status of PCHD's Strategic Plan. Included in the report was an update of the activities completed in 2025 and next steps for 2026. Ms. Verhoff approved the report, seconded by Ms. Kahle. Motion carried.

Ms. Verhoff made a motion to approve the change in the Holiday Schedule to work on Columbus Day and observe that holiday on the day after Thanksgiving. Mr. Burkhart seconded the motion. Motion carried.

Ms. Kahle made a motion to approve the revised PCHD Organizational Chart to include the PIO/Accreditation Coordinator position, seconded by Ms. Verhoff. Motion carried.

Mr. Burkhart motioned to approve the hiring of Carrie Pessefall as the PIO/Accreditation Coordinator, seconded by Ms. Verhoff. Motion carried.

Ms. Rieman shared that with the passing of the most recent federal budget, funds were included to be used to improve the health of rural communities. Ms. Rieman and Ms. Recker will be watching for grant opportunities for our agency.

Putnam County HomeCare and Hospice

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

Then and Nows were highlighted on the expenditure sheet approved by the Board of Health members. Ms. Kahle motioned to approve the Then and Nows, seconded by Ms. Verhoff. Motion carried.

Mr. Boop explained that on December 23, 2025, he signed a resolution using his Delegation of Authority to allow the appropriation of \$5,000.00 into 8101-46-300-502000 (Hospice OPERS) This resolution was presented for Board of Health approval. Ms. Kahle made a motion to approve the appropriation, seconded by Mr. Burkhart. Motion carried.

Mr. Burkhart approved the transfer within fund 8066 of \$10,000.00 from Account 8066-46-300-503605 (Contracted/Leases) into GL Account 8066-46-300-502610 (Transportation), seconded by Ms. Verhoff. Motion carried.

The PCHH Credit Card Report for 2025 was included in the packet for the Board of Health. Mr. Burkhart made a motion to approve the report, seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to approve the December 2025 Financial Report and the 2025 Profit/Loss Report for Putnam County HomeCare and Hospice, seconded by Ms. Kahle. Motion carried.

Mr. Boop shared that additional review for the Charitable Fund is needed prior to the acceptance of the policy or approval of further appropriation of funds for this account. Additional information will be shared with the Board at an upcoming meeting.

Agency Update

Mr. Boop shared a PowerPoint presentation featuring the current census, financial standing of the agency and 2026 Quarterly Financial Goals.

Business Meeting

Ms. Rieman shared that the County Commissioners presented the agency with a new lease agreement that will go through December 31, 2030. The new payment will be \$5,100 per month.

Mr. Burkhart made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:11 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

