

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

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, March 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, Dr. Kent Brandeberry and Ms. Nancy Rampe. 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, Director of Fiscal and Human Resources Jodie Lammers, Revenue Cycle Manager, Ashley Schroeder, Clinical Supervisor Christy Altstaetter, Office/HR Manager Mike Odle, Medical Director Dr. Jacinta Eickholt and County Commissioner, Brad Brubaker.

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

Ms. Rieman shared that Nancy Rampe was appointed by the District Advisory County to the Board of Health. Those present introduced themselves to Ms. Rampe. Ms. Rampe was sworn in for the 2026-2031 Board of Health Term.

Ms. Verhoff made a motion to nominate Mr. Joe Burkhart to be the President of the Board of Health, seconded by Dr. Brandeberry. Mr. Burkart abstained from the vote. Motion carried.

Ms. Kahle made a motion to nominate Ms. Mary Kay Verhoff to be the Vice President of the Board of Health. Dr. Brandeberry seconded the motion. Ms. Verhoff abstained from the vote. Motion carried.

Ms. Kahle and Dr. Brandeberry agreed to be on the Personnel Subcommittee and Ms. Rampe agreed to represent the Board of Health on the Quality Improvement Committee.

Conflict of Interest and HIPAA forms were signed by the Board of Health members for the period of March 2026 through February 2027.

Ms. Verhoff made the motion to approve the minutes from the February 11, 2026 Board of Health Meeting seconded by Dr. Brandeberry. Motion carried.

Ms. Kahle made the motion to approve the minutes from the Special February 28, 2026 Board of Health Meeting seconded by Ms. Verhoff. Motion carried.

The Delegation of Authority for Health Commissioner Kim Rieman was included in the Board of Health packet. Ms. Rieman noted that at this time, there will not be a Delegation of Authority for the Director of Putnam County HomeCare and Hospice. Ms. Kahle made a motion to approve the Delegation of Authority of Kim Rieman, Health Commissioner, seconded by Ms. Verhoff. Motion carried.

Putnam County Health Department

Fiscal Business:

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

A list of bills paid using the Delegation of Authority of Kim Rieman, Health Commissioner since the February 2026 meeting was shared with the Board of Health. Dr. Brandeberry made a motion to

approve Ms. Rieman to use her Delegation of Authority to approve the payment of bills due prior to the April Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

There were no Then and Nows.

There were no Appropriations.

There were no Transfers.

The 2027 Preliminary Budget for Putnam County Health Department was shared with the Board of Health. Ms. Kahle made a motion to approve the Preliminary Budget for 2027, seconded by Ms. Verhoff. Motion carried.

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

All food facility licenses were received on time. Five licenses were issued with conditions. Ms. Skulina shared that a nursing home submitted a renewal license application with a new owner listed. The plan review process has begun but the facility is currently operating without a food license. The Board asked that the department work with the facility and report on their progress at the next Board Meeting.

Ms. Verhoff made a motion to approve the variance to OAC 3701-28-07(J) and 3701-28-01(UUU) for the property at 23332 Rd B-23 to use an existing pond for a water supply for a private water system and allow a 9 foot isolation distance from the property line. Ms. Rampe seconded the motion. Motion carried.

Ms. Kahle made a motion to approve the variance to OAC 3701-28-17(K)(8) for the property located at 220 Fourth Street, Ft. Jennings, and allow the homeowner to maintain the well pit, which contains an abandoned well, that is covered by a concrete patio. Dr. Brandeberry seconded the motion. Motion carried.

The homeowner at 4857 Rd 7-D connected an existing well to a new dwelling without the use of a registered contractor. Ms. Verhoff motioned to approve the variance to OAC 3701-28-03(FF) so that the well can be approved when assessed and deemed acceptable by a registered private water system contractor, seconded by Dr. Brandeberry. Motion carried.

Ms. Kahle made a motion to approve the revisions to the Policy for Sewage Treatment System Installation Season, seconded by Ms. Rampe. Motion carried.

Dr. Brandeberry made a motion to approve the revised Policy for Equipment Replacement in an FSO or RFE, 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. Included in the report was the February Communicable Disease totals and current respiratory illnesses status in our community. The department is working with ODH and a long term care facility on a

potential case of a novel organism. Tobacco compliance checks were performed in the first quarter of 2026. Ms. Recker invited those in attendance to the CHIP Partner Meeting to take place on March 12.

Administrative Business:

Ms. Rieman presented the 2025 Annual Report to the Board of Health Members. This report was shared with the DAC on March 2, 2026.

Ms. Verhoff motioned to approve the contract with the Putnam County Commissioners for the combined PIO/Accreditation Coordinator position. The motion was seconded by Ms. Kahle. Motion carried.

Dr. Brandeberry motioned to approve the contract extension with Ms. Angela Recker through July 15, 2026, seconded by Ms. Rampe. Motion carried.

Putnam County HomeCare and Hospice

Ms. Verhoff made a motion to approve expenditures for February 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. 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 April Board of Health Meeting, seconded by Dr. Brandeberry. Motion carried.

Ms. Verhoff made a motion, seconded by Ms. Kahle 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 2026-00201 2026-00230 2026-00232

The Purchase Orders, accounts, amount and reason for the purchase for the Then and Nows were circulated with the resolution.

There were no appropriations.

Ms. Verhoff made a motion to approve the following transfers: From Fund 101 (Hospice) - \$30,000.00 from GL Account 8101-46-300-510000 (Transfer Out) to Fund 8059 (Homemaker Aide) GL Account 8059-21-300-421000 (Transfer In); from Fund 101 (Hospice) - \$50,000.00 from GL Account 8101-46-300-510000 (Transfer Out) to Fund 8116 (Palliative) GL Account 8116-21-300-421000 (Transfer In), from Fund 101 (Hospice) - \$50,000.00 from GL Account 8101-46-300-510000 (Transfer Out) to Fund 8066 (Home Health) GL Account 8066-21-300-421000 (Transfer In). The motion was seconded by Ms. Kahle. Motion carried.

The 2027 Preliminary Budget for Putnam County HomeCare and Hospice was shared with the Board of Health. Dr. Brandeberry made a motion to approve the Preliminary Budget for 2027 for PCHH, seconded by Ms. Verhoff. Motion carried.

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

Agency Update

Ms. Schroeder presented the PCHH agency report to capture highlights from February 2026. Information included financial standing, the census for each of the services and an update on personnel. In addition, she presented a list of PCHH related contracts/agreements. She has reached out to several vendors and has been able to cancel some contracts. She will continue to work with leadership staff to determine if others can be terminated. Updated information will be shared at the next meeting.

Business Meeting

Ms. Schroeder and Ms. Altstaetter shared the information from the 2025 Annual Report with those in attendance.

Ms. Kahle approved the Change in Status for Leona Stauffer, PTA from part time to full time, seconded by Dr. Brandeberry. Motion carried.

Ms. Verhoff approved the position reclassification of Kelly Maas to Revenue Cycle Management Specialist, at \$23.00 per hour. Dr. Brandeberry seconded the motion. Motion carried. This will be a full time position.

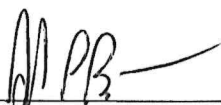
Ms. Verhoff made a motion to approve the appointment of Ashley Schroeder to Interim Director for PCHH at the annual salary of \$80,000, seconded by Ms. Kahle. Motion carried.

Prior to the Board of Health meeting, Mr. Odle compiled information on employees who were promised incentive/bonus packages. This information was sent to the Board of Health for review. At the meeting, Ms. Schroeder and Mr. Odle reviewed this information with those in attendance. After discussion, Ms. Verhoff made the following motion: to maintain the incentive for Ms. Wilhelm, Volunteer Coordinator; to maintain the incentive proposal for Ms. Parrett, Business Development Representative through June 2026 and then re-evaluate and change metrics to make more appropriate for the agency; and to reevaluate and review existing industry standards for Community Engagement and Fundraising Coordinator, Ms. Pruitt. Ms. Kahle seconded the motion. Motion carried.

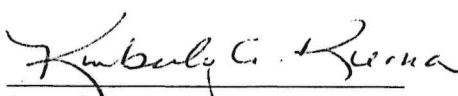
The group discussed the current situation of the 501c3, Friends of Putnam County HomeCare and Hospice. The 501c3 has not been dissolved as originally thought. Mr. Burkhart and Ms. Rieman indicated that they will continue to look into this issue and bring additional information to the Board of Health.

Dr. Brandeberry made a motion to adjourn, seconded by Ms. Kahle. Motion carried. The meeting adjourned at 8:17PM.

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