

**PUTNAM COUNTY BOARD OF HEALTH  
MEETING SUMMARY  
April 8, 2026**

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, April 11, 2026, at the Putnam County HomeCare and Hospice Conference Room with the following members present: Ms. Nancy Rampe, 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, Director of Fiscal/HR Jodie Lammers, Interim Director of Operations Ashley Schroeder, Office/HR Manager Mike Odle and Medical Director Dr. Jacinta Eickholt. Putnam County Commissioner John Schlumbohm was a guest of the meeting.

The meeting was called to order at 6:01 PM by Mr. Burkhart.

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

The Board of Health Bylaws were shared with Board Members for review prior to the meeting. Ms. Rampe made a motion to approve the bylaws, seconded by Dr. Brandeberry. Motion carried. The Bylaws were circulated for Board Members signature.

**Putnam County Health Department**

**Fiscal Business:**

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

A list of bills paid using the Delegation of Authority of Kim Rieman, Health Commissioner since the March 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 May Board of Health Meeting, seconded by Ms. Rampe. Motion carried.

There were no Then and Nows.

Dr. Brandeberry made a motion to appropriate \$15,000 into the General Fund, line account 8063-46-380-509008 (other), seconded by Ms. Kahle. Motion carried.

There were no Transfers.

The 1<sup>st</sup> quarter and March Financial Reports were included in the Board of Health Packet. Ms. Lammers explained that the Health Department did not receive the property tax income until April, thus reflecting a significant variation from what is typically seen in March. Ms. Kahle made a motion to approve the March 2026 and 1<sup>st</sup> quarter 2026 Financial Reports, seconded by Dr. Brandeberry. Motion carried.

**Environmental Division Business:**

Ms. Skulina reviewed the April 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, an update on House Bill 134 Microenterprise Markets that would shift the responsibility of inspections to

local health departments and proposed changes to the ODH fees for food service operations over the next four years.

Dr. Brandeberry made a motion to approve the resolution allowing Ms. Skulina to administer the Water Pollution Control Loan Fund (WPCLF) grant, seconded by Ms. Rampe. Motion carried.

Ms. Kahle motioned to approve the variance to allow CEUs completed in 2026 to count for his 2026 Sewage Treatment System Installer Registration for contractor Dylan Maas. Ms. Rampe seconded the motion. Motion carried.

As a result of the Ohio Department of Agriculture survey of our food program, Ms. Skulina brought two policy changes to the Board of Health for consideration. Ms. Kahle motioned to approve the changes to the Delegation of Authority for embargoing and tagging food products, who the board authorized to act at food facilities, and the Health Commissioner to immediately suspend food licenses in specific situations, seconded by Ms. Rampe. Motion carried.

Ms. Rampe made a motion to approve the revised Delegation of Authority for Environmental Health Programs, 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 March Communicable Disease totals and various grant and program updates. CHIP priority area subgroups are meeting with the goal of having the Putnam County CHIP ready for implementation in July 2026.

### **Administrative Business:**

Ms. Rieman shared that PCHD joined Defiance County Health Department and Williams County Health Department in Leadership Development Institute (LDI) and Staff Development Institute (SDI). Sessions are held quarterly and are based off of Quint Studer's techniques. Ms. Kahle motioned to approve Putnam County Health Department to cover the cost of the 2<sup>nd</sup> quarter LDI and SDI, seconded by Ms. Rampe. Motion carried.

The 1<sup>st</sup> quarter 2026 Strategic Plan progress was included in the Board Packet and Ms. Rieman reviewed the document with the Board. Ms. Rampe motioned to approve the report, seconded by Dr. Brandeberry. Motion carried.

Ms. Rieman shared that she attended Statehouse Day with other Health Commissioners throughout the state on March 24. Those in attendance thought it was a successful day with another being scheduled for 2027. Ms. Rieman also shared that AOH and local entities who are partially funded by property taxes are continuing to watch the signature gathering process to place an initiative on the ballot.

Ms. Rieman wished those in attendance a Happy Public Health Week. Public Health Week this year is April 6-13. In addition to honoring our staff, the agency is thanking our Public Health partners in our community.

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

Ms. Rampe made a motion to approve expenditures for March 2026, seconded by Ms. Kahle. Motion carried.

There were no invoices paid using the Delegation of Authority since the last meeting.

Dr. Brandeberry made a motion, seconded by Ms. Rampe to approve the following "then and now" purchase orders listed on the resolution 2026-00224 and authorize the Auditor to encumber funds for the same. Motion carried.

Ms. Kahle made a motion to approve the following appropriations: \$5,000.00 into GL Account 8059-46-300-502610 (Transportation – Small Programs) and GL Account 8066-46-300-502610 (Transportation – Home Health). The motion was seconded by Ms. Rampe. Motion carried.

There were no Transfers.

Ms. Schroeder reviewed the 1<sup>st</sup> Quarter 2026 and March Financial Report with the Board of Health. Ms. Kahle made a motion to approve both reports for Putnam County HomeCare and Hospice, seconded by Dr. Brandeberry. Motion carried.

**Agency Update**

Ms. Schroeder reviewed a presentation with the Board of Health that included Clinical, Sales and Marketing, Growth and Revenue Cycle information.

**Business Meeting**

Mr. Odle shared with the Board of Health that upon the hiring of two employees, the previous Director of Operations of Putnam County HomeCare and Hospice offered an additional week of vacation in addition to what is in policy for new employees. Discussion followed. Ms. Rampe motioned to maintain the additional week of vacation for Mr. Michael Odle and Ms. Dawn Woolace, seconded by Dr. Brandeberry. Motion carried.

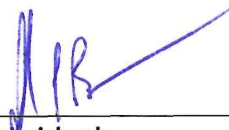
Dr. Brandeberry motioned to approve the purchase of geraniums and breakfast for the employees of Putnam County HomeCare and Hospice for Staff Appreciation, seconded by Ms. Kahle. Motion carried.

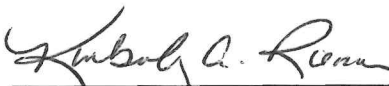
The agenda item "Contract with HHSM" was tabled until a future meeting.

Ms, Schroeder and Ms. Rieman shared that a meeting will be held with Board Members of Friends of Putnam County HomeCare and Hospice on Thursday, April 9.

Ms. Kahle made a motion to adjourn, seconded by Dr. Brandeberry. Motion carried. The meeting adjourned at 7:38PM.

**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

