

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

The regular monthly meeting of the Putnam County Board of Health was held Wednesday, July 8, 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 Ms. Mary Kay Verhoff. 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 of PCHH Ashley Schroeder and Christy Altsteatter, Hospice Clinical Manager. Putnam County Commissioner Brad Brubaker and Lisa VonLemden and Katie Eisel with Triniti Management, LLC were guests of the meeting.

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

Ms. Verhoff made the motion to approve the minutes from the June 10, 2026 Board of Health Meeting, seconded by Ms. Rampe. Motion carried.

Putnam County Health Department

Fiscal Business:

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

A list of bills paid using the Delegation of Authority of Kim Rieman, Health Commissioner since the June 2026 meeting was shared with the Board of Health. Ms. Rampe made a motion to verify the payment of those bills and to allow Ms. Rieman to use her Delegation of Authority to approve the payment of bills that are due prior to the August Board of Health Meeting, seconded by Ms. Verhoff. Motion carried.

There were no Then and Nows.

Ms. Verhoff made a motion to approve the establishment of account line 8063-46-380-502400, Health Board Member FICA in Fund 8063, General Health and appropriate \$150.00 into the newly established line (8063-46-380-502400); establish Revenue line 8067-23-380-423002, Food Miscellaneous, Food 8067; to appropriate \$10,000.00 within Fund 8166, Creating Healthy Communities; Equipment; 8166-46-380-504100, followed by the approval of the requisition, purchase order for Creating Healthy Communities, Fund 8166, number 26-DOH-0001 Blanket PO Entry-Health for 2026 CHC 166EQ-Equipment for \$10,000.00. Ms. Rampe seconded the motion. Motion carried.

Ms. Rampe approved the following appropriations and transfers: \$80,000.00 into 8166-41-380-510000(Transfer Out) Creating Healthy Communities and then transfer \$80,000.00 from 8166-41-380-510000(TO) to 8063-21-380-421000(TI) General; \$66,577.00 into 8073-41-380-510000 (Transfer Out) PHEP and then transfer \$66,577.00 from 8073-41-380-51000 (TO) PHEP to 8063-21-380-421000(TI) General; \$35,246.00 into 8128-41-380-510000 (Transfer Out) Get Vaccinated and then

transfer \$35,246.00 from 8128-41-380-510000 (TO) Get Vaccinated to 8063-21-380-421000 (TI) General; and \$30,000.00 from 8147-41-380-510000 (TO) Tobacco Use to 8063-21-380-421000 (TI) General. Ms. Verhoff seconded the motion. Motion carried.

The June Financial Report, as well as the 2nd Quarter 2026 PCHD Financials was included in the Board of Health Packet. Ms. Verhoff made a motion to approve the June 2026 and 2nd Quarter 2026 Financial Reports, seconded by Ms. Rampe. Motion carried.

Environmental Division Business:

Ms. Skulina reviewed the Environmental Health Report with the Board of Health. The status of the Operation and Maintenance Program permit applications was included in the report, as well as information about House Bill 134 (Microenterprise Kitchens) and ODH draft rules proposing a significant increase in ODH/ODA food fees.

Ms. Skulina briefly reviewed the revised policies that were sent to the Board of Health for review. She explained that the policies had very minor changes. Ms. Kahle made a motion to approve the recommended changes to the following policies: Policy for the Enforcement of Nuisance Complaints; Policy to Authorize Signature on Surveys for Buildable Lots; Policy to Authorize Signature on Surveys for Non-Buildable Lots; and Policy to Authorize Signature on Surveys for Buildable Lots with Existing Dwellings. Ms. Rampe seconded the motion. Motion carried.

Nursing/Health Promotion Division Business:

Ms. Recker reviewed the PCHD Nursing/Health Promotion Report that was included in the Board Packet. Ms. Recker noted that PCHD received its first reported case of Cyclosporiasis prior to the meeting. In addition to the June Communicable Disease Report and information about fall planning for flu vaccination, Ms. Recker shared grant and Health Promotion updates. Ms. Recker also shared that our department will be providing nursing services to Pathways as they continue their search for a nurse. Finally, she announced that Dolores Garcia, our CHW, was awarded the Compassionate Heart Award from the Northwest Ohio Pathways HUB. She was nominated by community partners and her peers.

Administrative Business:

Ms. Rieman shared that the PCHD Strategic Planning committee met to review the Strategic Plan document and the implementation plan. Changes were made to align with the current activities of the department. She shared that another proposed change was to report Strategic Plan Progress twice a year (from quarterly). The Progress Report for April through June 2026 was shared with the Board. Ms. Verhoff made a motion to approve the proposed changes in the Strategic Plan and the 2nd Quarter 2026 Progress Report as presented. The motion was seconded by Ms. Kahle. Motion carried.

Ms. Rieman shared that the department received the payout for the totaled county car. Ms. Skulina noted that she has reached out to Derrow Chevrolet for information about a replacement vehicle. Ms. Rampe made a motion to approve the purchase of a replacement company vehicle, seconded by Ms. Kahle. Motion carried.

Putnam County HomeCare and Hospice

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

Ms. Rampe made a motion to allow Ms. Rieman to use her Delegation of Authority to approve the payment of bills for Putnam County HomeCare and Hospice that are due prior to the August Board of Health Meeting. The motion was seconded by Ms. Verhoff. Motion carried.

Ms. Kahle made a motion to approve the establishment of account line 8101-46-300-502400, Health Board Member FICA in Fund 8101, Hospice and appropriate \$250.00 into the newly established line (8101-46-300-502400), seconded by Ms. Verhoff. Motion carried.

Ms. Verhoff made a motion to appropriate \$100,000.00 into 8101-46-300-503410 Hospice Consultants, (Hospice), and then, using her Delegation of Authority, allow Ms. Rieman to approve a Then and Now requisition (purchase order) for Triniti Management, LLC in the amount of \$100,000.00, followed by approval of the Then and Now payment in the amount of \$22,500.00. The motion was seconded by Ms. Rampe. Motion carried.

There were no Transfers.

Ms. Schroeder reviewed the June 2026 and second quarter 2026 financial statements with the Board of Health. Ms. Kahle motioned to approve both financial reports, seconded by Ms. Verhoff. 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. The increase in Average Daily Census in the programs, as well as the increase in referrals and admissions were noted.

Business Meeting

Prior to the meeting, a contract with Germaine Therapy Group was shared with the Board of Health. Ms. Rampe made a motion to enter into the contract with Germaine Therapy Group, seconded by Ms. Kahle. Motion carried.

Mr. Burkhardt, Ms. Rieman and Ms. Lammers virtually met with representatives from Julian and Grube, Inc. to obtain guidance on the movement of money from the county PCHH charitable fund account back to Friends of Putnam County HomeCare and Hospice. The representative from Julian and Grube encouraged attendees to get something in writing from the County Prosecutor and the County Auditor, and possibly a judge stating that they are in agreement with the movement of the funds. Ms. Kahle made a motion to approve the movement of funds from Charitable Fund 8152 once permission has been obtained, seconded by Ms. Verhoff. Motion carried.

Ms. Kahle made a motion to enter into Executive Session to discuss the compensation and employment of Putnam County HomeCare and Hospice employees, seconded by Ms. Verhoff. Roll call vote: Ms. Kahle, yes; Ms. Verhoff, yes; Ms. Rampe, yes and Mr. Burkhardt, yes. The Board entered Executive Session at 6:43 PM.

The Putnam County Board of Health entered back into regular session at 7:52 PM with no decisions made.

Ms. Verhoff made a motion to approve the Exempt/Non Exempt Position classifications that are noted as Industry Standards and apply them to PCHH, seconded by Ms. Rampe. Motion carried.

Ms. Rampe made a motion to approve the resolution for Adjustment in Staffing, seconded by Ms. Kahle. Motion carried.

Ms. Rampe made a motion to approve the Position Description Addendum for Ms. Krista Pruitt. The motion was seconded by Ms. Kahle. Motion carried.

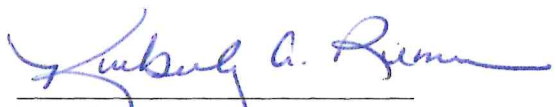
The Business Development Representative proposed bonus structure was included in the Board Packet. Ms. Verhoff made a motion to approve the proposal, seconded by Ms. Kahle. Motion carried.

Ms. Kahle made a motion to adjourn, seconded by Ms. Verhoff. Motion carried. The meeting adjourned at 7:57 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