

## MISSION STATEMENT

**“Putnam County Health Department is committed to providing public health services and education to promote and protect the quality of life in our county.”**

## PUTNAM COUNTY HEALTH DEPARTMENT

### BOARD OF TRUSTEES MEETING

August 24, 2023 (Thursday)

### MINUTES

#### ATTENDEES:

Barb Hodges                      Ron Stuckey  
Connie Michael                Nettie Lewis  
Joetta Hunt, Administrator  
Brenda Stewart, EPHS  
Mary Clapham                 Brenda Hinkle  
Kelly Busker                    Heather Sporleder  
Glenda Hurst

#### ABSENT:

Sherri Griswold

The **Board of Trustees of the Putnam County Health Department met August 24, 2023**, in Open Session in the conference room of the Putnam County Health Department. **Barb Hodges called the meeting to order at 1:00 pm.** Members present in office: Barb Hodges, Ron Stuckey, Connie Michael and Nettie Lewis. Joetta Hunt, Administrator; Brenda Stewart, EPHS; Community Members: Mary Clapham, Brenda Hinkle, Kelly Busker, Heather Sporleder, and Glenda Hurst were present in office. Sherri Griswold was absent.

Connie made a motion **to approve the August 24, 2023, agenda**, seconded by Nettie. Vote: **4 Yes; 0 No.** Motion carried.

#### **NEW BUSINESS:**

**Brenda Stewart** discussed her role and performance as EPHS and requested renewal of her contract. Mary Clapham, Brenda Hinkle and Kelly Busker spoke on Brenda Stewart's behalf.

Brenda Stewart, Mary Clapham, Brenda Hinkle, Kelly Busker, Heather Sporleder and Glenda Hurst exited the meeting at 1:46.

Ron made a motion **to approve the open minutes as submitted for July 27, 2023**, seconded by Nettie. Vote: **4 Yes; 0 No.** Motion carried.

Board Members reviewed **Financial Statements for July 2023**. Nettie made a motion **to approve the August 2023 disbursements of \$56,156.10**, seconded by Ron. Vote: **4 Yes; 0 No.** Motion carried.

Connie made a motion **to approve ongoing ACH Transaction Fees from Pay Plus for immunization paid claims**, seconded by Nettie. Vote: **4 Yes; 0 No.** Motion carried.

Board Members reviewed **July Activities of Putnam County Health Department and Brenda Stewart's Environmental Specialist Report**.

Board Members reviewed **Programs/Activities Report**.

#### **UNFINISHED BUSINESS:**

None.

#### **NEW BUSINESS:**

Joetta and Board Members discussed setting **the tax levy**. It was decided to table for more information.

Connie made a motion to approve the Nutrition Analyst Contract and the Missouri State Public Health Laboratory Web Portals MOU, seconded by Nettie. Vote: **4 Yes; 0 No.** Motion carried.

Connie made a motion to approve the budget adjustment as submitted, seconded by Ron. Vote: **4 Yes; 0 No.** Motion carried. See attached.

Ron made a motion to purchase RSV (Arexvy) Vaccine for long term care facility clinics and to start giving at PCHD Clinics in the amount of \$10,976.00. Vote: **4 Yes; 0 No.** Motion carried.

Joetta presented request from Pete Schmidt about the Unionville Print Shop wall to the Board Members. Ron made a motion to approve Pete Schmidt's request to purchase the wall and portion of lot #14, seconded by Nettie. Vote: **4 Yes; 0 No.** Motion carried. Tom Keedy will be drawing up all paperwork and a resolution for the transaction.

Joetta and Board Members discussed a wellness policy.

Joetta announced tentative dates for the drive thru flu clinic at the Unionville City Park.

Joetta and Board Members discussed the Fair Labor Standards.

**Board Meeting Date: The next regular meeting will be Thursday, September 28, 2023, at 1:00 p.m. A special meeting will be held Monday, August 28, 2023, at 1:00 p.m.**

**Executive/Closed:**

**Request for Executive/Closed Session – 3:05 p.m.** Ron Stuckey made a motion to go into Closed Session as provided in RSMo.610.021.3 (Personnel), seconded by Connie Michael. Motion carried 4-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – absent; Ron Stuckey – yes; Connie Michael – yes; Nettie Lewis – yes.

**3:45 p.m.** – Connie Michael made a motion to go into Open Session, seconded by Ron Stuckey. Motion carried 4-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – absent; Ron Stuckey – yes; Connie Michael – yes; Nettie Lewis – yes.

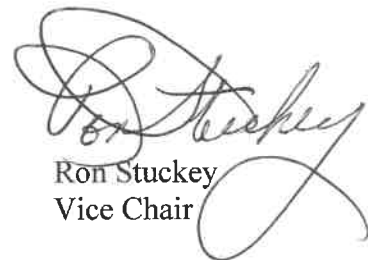
Board Members requested a revised the EPHS Contract for Brenda Stewart and that will be reviewed at the special board meeting.

Motion to adjourn was made by Connie, seconded by Nettie. Vote: **4 Yes; 0 No.** Motion carried. Meeting adjourned at 3:46 p.m.

Respectfully submitted,



Barb Hodges  
Chair



Ron Stuckey  
Vice Chair

BH/RS/pr

VISION STATEMENT

**“Putnam County will be a safe, healthy, and knowledgeable community.”**