

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

December 28, 2023 (Thursday)

MINUTES

ATTENDEES:

Barb Hodges Ron Stuckey
Sherri Griswold Connie Michael
Nettie Lewis
Joetta Hunt, Administrator

ABSENT:

The **Board of Trustees of the Putnam County Health Department met December 28, 2023**, in Open Session in the conference room of the Putnam County Health Department. **Barb Hodges called the meeting to order at 1:01 pm.** Members present in office: Barb Hodges, Ron Stuckey, Sherri Griswold, Connie Michael and Nettie Lewis. Joetta Hunt, Administrator, was present in office.

Ron made a motion **to approve the December 28, 2023, amended agenda**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

Sherri made a motion **to approve the open minutes as submitted for November 27, 2023**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

Board Members reviewed **Financial Statements for November 2023**. Nettie made a motion **to approve the December 2023 disbursements of \$60,741.86**, seconded by Ron. Vote: **5 Yes; 0 No.** Motion carried.

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

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

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Connie made a motion **to approve the EPHS Contract, PHIG Amendment, Hep C Alliance MOU, and Show-Me-Zero Grant Contracts**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

Ron made a motion **to increase the Administration Fee to \$30 on the Fee Schedule**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

Ron made a **motion to approve the budget adjustment as submitted**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried. See attached.

Joetta and Board Members reviewed the **2023 Year End and 2024 Budget Projections**.

Ron made a motion **to approve Administrative Leave due to fire – November 30, 2023, - 4.75 hours and December 1, 2023, - 7.0 hours**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

Ron made a motion to cash in the Ameriprise Certificate of Deposit #46593LE54 and put \$200,000.00 in a 13-month certificate of deposit at Putnam County State Bank at 5.25% with 5.38% APY, by Nettie Lewis, Treasurer, or Paula Robbins, Assistant Treasurer, or Joetta Hunt, Administrator, to cash current certificate of deposit and purchase the new certificate of deposit, seconded by Connie. Vote: 5 Yes; 0 No. Motion carried.

Joetta and Board Members discussed the Unionville Print Shop building fire. Board Members discussed concerns of the wall transaction not being completed. Board Members decided to still have Pete Schmidt purchase the wall as previously approved and the health department will pay closing costs.

Board Meeting Date: The next regular meeting will be Wednesday, January 24, 2024, at 1:00 p.m. and the next month will be Wednesday, February 28, 2024, at 1:30 p.m. with training following at 3:00 p.m.

Executive/Closed:

Request for Executive/Closed Session – 2:42 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 5-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Connie Michael – yes; Nettie Lewis – yes.

Ron Stuckey exited at 2:43 p.m.


3:16 p.m. – Connie Michael made a motion to go into **Open Session**, seconded by Nettie Lewis. Motion carried 4-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – absent; Connie Michael – yes; Nettie Lewis – yes.

Sherri made a motion to hire Kaylee Price for the clerk position, seconded by Nettie. Vote: 4 Yes; 0 No. Motion carried.

Connie made a motion to increase employee pay at a rate designated and kept in their personnel file, seconded by Nettie. Vote: 4 Yes; 0 No. Motion carried.

Motion to adjourn was made by Nettie, seconded by Sherri. Vote: 4 Yes; 0 No. Motion carried. Meeting adjourned at 3:19 p.m.

Respectfully submitted,



Barb Hodges
Chair



Sherri Griswold
Secretary

BH/SG/pr

VISION STATEMENT

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