

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

March 28, 2024 (Thursday)

MINUTES

ATTENDEES:

Barb Hodges Ron Stuckey
Sherri Griswold Nettie Lewis
Connie Michael
Joetta Hunt, Administrator
Jill Payne, Health Educator

ABSENT:

The **Board of Trustees of the Putnam County Health Department met March 28, 2024**, 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, Sherri Griswold, Nettie Lewis, and Connie Michael. Joetta Hunt, Administrator, and Jill Payne, Health Educator, were present in office.

Connie made a motion **to approve amended March 28, 2024, agenda by removing “(previously sent & approved)” from Financial Statements**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

Ron made a motion **to approve the open minutes as amended for February 28, 2024**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried. Nettie recommended to have Paula Robbins attend meetings to take the minutes. Board Members agreed.

Board Members reviewed **Financial Statements for February 2024.**

Ron made a motion **to approve the purchase of AAPC Billing Training for \$4,999.00**, seconded by Nettie. Vote: **4 Yes; 1 No.** Motion carried.

Ron made a motion **to approve the March 2024 disbursements of \$59,097.90**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried.

Joetta asked the Board Members about doing more **ACH payments** for the expenses due to checks getting lost in the mail and postage expense. Board Members agreed for more expenses to be paid as ACH.

Joetta and Board Members discussed the installation of a **passcode lock** for entry on the northwest door.

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

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

Jill Payne entered at 1:37 p.m.

Jill Payne, PCHD Health Educator, gave Health Educator updates on current and future events. See attached.

Jill Payne exited at 2:02 p.m.

Joetta is going to look into a **Drug Take Back box** to be stationed at the health department.

Nettie brought up the **Meal Champion Sponsorship** at the Putnam County Café & Resource Center and inquired about getting **Narcan** for the health department. Joetta is to look into these.

UNFINISHED BUSINESS:

Connie submitted **CDC Influenza guidelines** for review. See attached.

Joetta and Board Members discussed **Employee Sick Policy**. Board decided to move forward with a policy. Joetta is to make a draft policy and will send with packets next month for review.

NEW BUSINESS:

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

Connie made a **motion to close the office early at 1:00 p.m. on Friday, April 19, 2024, for carpet cleaning granting staff 1.5 hours of Administrative Leave**, seconded by Ron. Vote: **5 Yes; 0 No**. Motion carried.

Joetta presented the **Patron Satisfaction Survey** for the Board Members to review. See attached.

Joetta presented a list of ideas for the **MaShelle Trimble Memorial Funds**. It was agreed to look into half going to magnets and half to fans.

Breast Cancer Awareness shirts are to be ordered for Pink Day and Cancer Awareness days.

Board Members questioned why the board is now listed on the **ballot** even though no one new is running and the paper only shows one year term. Joetta is to follow-up.

Board Meeting Date: The next regular meeting will be Thursday, April 25, 2024, at 1:00 p.m.


Executive/Closed:

Request for Executive/Closed Session – 2:40 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.

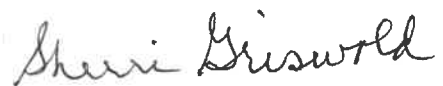
2:54 p.m. – Connie Micheal made a motion to go into Open Session, seconded by Nettie Lewis. Motion carried 5-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Connie Michael – yes; Nettie Lewis – yes.

Motion to adjourn was made by Ron, seconded by Nettie. Vote: **5 Yes; 0 No**. Motion carried.
Meeting adjourned at 2:54 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.”