

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

April 25, 2024 (Thursday)

MINUTES

ATTENDEES:

Barb Hodges Ron Stuckey
Sherri Griswold Nettie Lewis
Connie Michael
Joetta Hunt, Administrator Brandi Cain, PC Clerk Office
Paula Robbins, Administrative Assistant/Assistant Treasurer
Brenda Stottlemyre, RN Kelly Rydberg, TSU Nursing Student

ABSENT:

The **Board of Trustees of the Putnam County Health Department met April 25, 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, Paula Robbins, AA/AT, Brenda Stottlemyre, RN, and Kelly Rydberg, TSU Nursing Student, were present in office.

Ron made a motion **to approve April 25, 2024, agenda**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried.

Brandi Cain swore in Board Members: Ron Stuckey and Sherri Griswold.

Brandi Cain exited at 1:02 p.m.

Sherri made a motion **to approve the open minutes as amended for March 28, 2024**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

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

Nettie said that she would like **pictures** taken of the Rabies Clinic and other activities that were done during Public Health Week and other events.

Ron made a motion **to approve the April 2024 disbursements of \$44,739.31**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried.

Board Members reviewed **March Activities of Putnam County Health Department.**

Paula passed out **Brenda Stewart’s March Environmental Specialist Report.** Joetta and the Board Members reviewed and Joetta answered questions regarding the report.

Brenda Stottlemyre and Kelly Rydberg entered at 1:22 p.m.

Brenda Stottlemyre passed out and read a **“Board of Director’s Update”**. See attached.

Board Members discussed **weather radios** that were purchased years ago and distributed to churches and other facilities.

Connie asked about the **ServeLink reimbursement amounts.** Joetta explained that the amounts are varied due to different types of insurance and what program they are in.

Brenda Stottlemyre and Kelly Rydberg exited at 1:40 p.m.

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

UNFINISHED BUSINESS:

A draft policy for **PCHD Personnel Manual – 4.19 Employee Sick Policy** was sent to Board Members in their packets. Connie submitted **Putnam County Health Department Draft Policy dated 04/18/2024**. See attached. Board Members discussed. Joetta is to a revised draft with two separate sick policies to send in the May board packets for review.

NEW BUSINESS:

Ron made a motion to **keep the following board members in office: Barb Hodges – Chair, Ron Stuckey – Vice-Chair, Sherri Griswold – Secretary, Nettie Lewis – Treasurer, and Paula Robbins – Assistant Treasurer**, seconded by Connie. Vote: **5 Yes; 0 No**. Motion carried.

Connie made a motion to **approve the FY25 CORE Participation Agreement in the amount of \$53,566 and the Workforce Development Amendment to extend date to June 30, 2025**, seconded by Nettie. Vote: **5 Yes; 0 No**. Motion carried.

Joetta announced that **Kaylee** had a baby boy and is on maternity leave.

Joetta reminded the Board Members that the **Bicycle Rodeo** will be Saturday, May 4th. She asked the Board Members' if staff children could be in drawings for PCHD prizes. Board Members do not want to exclude the children and they can be in the drawings just as other children can.

Joetta gave an update on the **Drug Take Back box**. She will continue to look into and check into possible popup boxes to be at the health department.

Nettie inquired if there had been very many in for the **colon cancer screenings** in March. Joetta said that we only had a few but there are still tests available for those who would want to have it done.

Joetta announced that we will be hosting an **intern with Masters of Public Health program with St. Louis University**.

Joetta also announced that we will have a **nursing student** this summer that is attending Rockhurst University.

Joetta presented the information regarding the water fountain at the City of Unionville Park. See attached. Ron made a motion to **purchase the water fountain for \$2,299 with the City of Unionville installing and maintaining**, seconded by Sherri. Vote: **5 Yes; 0 No**. Motion carried. Joetta is going to look into ordering a plaque to show that the health department purchased the water fountain.

Nettie brought up interest in **blood drives** and being informed when they are held in Putnam County and that we should be advertising to help the residents know.

Nettie asked about the **Patron Satisfaction Survey**. Joetta said that she has had one survey so far but we are sending the links out to those that participated in the weight loss challenge.

Nettie brought an **American Heart Association card** for an example and asked for education information to be put on cards for the health department to give to people.

Joetta has looked into and is waiting to consult with our auditor about the **Meal Champion Sponsorship** at the Putnam County Café & Resource Center.

Board Meeting Date: The next regular meeting will be Wednesday, May 22, 2024, at 1:00 p.m.

Paula Robbins exited at 2:18 p.m.

Executive/Closed:

Request for Executive/Closed Session – 2:18 p.m. Sherri Griswold 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.

2:35 p.m. – Nettie Lewis made a motion to go into **Open Session**, seconded by Sherri Griswold. Motion carried 5-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Connie Michael – yes; Nettie Lewis – yes.

Paula Robbins reentered at 2:35 p.m.

Ron made a motion to **hire Erin Ballard as the Breastfeeding Peer Counselor starting in May 2024**, seconded by Connie. Vote: **5 Yes; 0 No**. Motion carried.

Motion to adjourn was made by Connie, seconded by Sherri. Vote: **5 Yes; 0 No**. Motion carried. **Meeting adjourned at 2:36 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.”