

## 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

May 22, 2024 (Wednesday)

### MINUTES

#### ATTENDEES:

Barb Hodges Ron Stuckey  
Sherri Griswold Nettie Lewis  
Connie Michael  
Joetta Hunt, Administrator  
Paula Robbins, Administrative Assistant/Assistant Treasurer

#### ABSENT:

The **Board of Trustees of the Putnam County Health Department met May 22, 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 Paula Robbins were present in office.

Ron made a motion **to approve the amended May 22, 2024, agenda per Nettie Lewis' request to add Weather Alerts in Unfinished Business and Outcomes for Programs in New Business**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

Sherri made a motion **to approve the open minutes as amended for April 25, 2024**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

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

Ron made a motion **to approve the May 2024 disbursements of \$48,309.01**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

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

Paula Robbins gave an overview of the **NWMO Safety Grants.**

Board Members reviewed **Brenda Stewart's March Environmental Specialist Report.**

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

#### **UNFINISHED BUSINESS:**

Ron made a motion to approve the **Personnel Manual – 4.19 Employee Contagious Sick Policy**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

Board Members discussed **Personnel Manual – 4.20 Employee Sick Policy Procedure.** No action was taken.

Joetta explained that the health department cannot house a **Drug Take Back Box** per the Control Division of DEA.

Joetta and Board Members discussed needs of **weather alerts** in public places. Joetta will look into funding for weather radios and a list of public entities.

#### **NEW BUSINESS:**

Sherri made a motion **to approve the Collaborative Practice Agreement**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

Joetta passed out sections of the **Administrative Manual** to review at the June board meeting

Joetta announced that the **Bicycle Rodeo** is rescheduled for Saturday, June 22<sup>nd</sup>.

Joetta announced that we have received the **FY24 Incentive Funding** in the amount of \$13,999.50. Joetta and Board Members discussed the FY25 Incentive Funding new measures.

Joetta and Board Members discussed **Outcomes for Programs**. Joetta explained that she, the SLU Intern and Health Educator are working on updating the needs assessment and the Community Health Assessment.

Joetta shared that we have received two additional **Patron Surveys**.

**Board Meeting Date: The next regular meeting will be Thursday, June 27, 2024, at 1:00 p.m.**

Paula Robbins exited at 2:16 p.m.

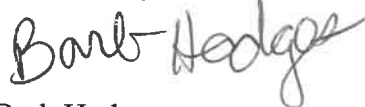
**Executive/Closed:**

**Request for Executive/Closed Session – 2:16 p.m.** Nettie Lewis made a motion to go into Closed Session as provided in RSMo.610.021.3 (Personnel), 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.

**2:31 p.m.** – Sherri Griswold 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 Connie. Vote: **5 Yes; 0 No**. Motion carried. **Meeting adjourned at 2:31 p.m.**

Respectfully submitted,



Barb Hodges  
Chair



Sherri Griswold  
Secretary

BH/SG/pr

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