

## 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

June 27, 2024 (Thursday)

### 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 June 27, 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.

Connie made a motion **to approve the June 27, 2024, agenda**, seconded by Ron. Vote: **5 Yes; 0 No.** Motion carried.

Sherri made a motion **to approve the open minutes as submitted for May 22, 2024, and as amended for June 12, 2024**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

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

Ron made a motion **to approve the June 2024 disbursements of \$50,051.93**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

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

Joetta passed out the **Health Educator Report** and Board Members reviewed.

Board Members reviewed **Brenda Stewart’s May Environmental Specialist Report.**

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

#### **UNFINISHED BUSINESS:**

Joetta announced that we have received a grant in the amount of \$2,400 from Tri-County Electric for **50 weather radios and 20 antennas.**

Joetta and Board Members reviewed the suggested changes in the **Administrative Policy Manual.**

#### **NEW BUSINESS:**

Ron made a motion **to approve the CAV Supplemental Funds – Amendment #2, FY25 PHEP Contract, and the ServeLink Contract**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

Joetta passed out sections of the **Personnel Manual** to review at the July board meeting.

Joetta gave the results from **the Agreed Upon Procedures.**

Nettie made a motion to **increase the credit card limit to \$12,000**, seconded by Ron. Vote: 5 Yes; 0 No. Motion carried.

Connie made a motion to **grant Administrative Leave of 3.5 hours for the afternoons of September 5 & 6, 2024, and to close the office on September 6, 2024, for employees to work in the food stand at the Putnam County Fair**, seconded by Ron. Vote: 5 Yes; 0 No. Motion carried.

Joetta gave an update on the **Patron Surveys**.

Joetta and Board Members discussed the **Community Health Needs Survey**.

Joetta announced that we have been approved for the **Breastfeeding Friendly WIC Clinic**. We will be receiving \$9,000 in the FY25 WIC LAP.

Sherri made a motion to **salvage** two of the 32-gallon trash cans and one cork board, seconded by Ron. Vote: 5 Yes; 0 No. Motion carried.

Joetta and Board Members discussed pre-booking COVID-19 vaccine. Nettie made a motion to **approve up to \$12,500 for ordering Pfizer COVID-19 vaccine – 70 doses of 12 years & over, 10 doses of 5-12 years old, and 30 doses of 6 months – 4 years old**, seconded by Ron.

Nettie made a motion to **pay \$1,500 toward housing and utilities for Venkata Rajitha Voleti, St. Louis University Intern**, seconded by Connie. Vote: 5 Yes; 0 No. Motion carried.

Joetta and Board Members discussed **employee health insurance**. Joetta is to gather pricing.

**Board Meeting Date: The next regular meeting will be Monday, July 29, 2024, at 2:00 p.m.**

Paula Robbins exited at 3:06 p.m.

**Executive/Closed:**

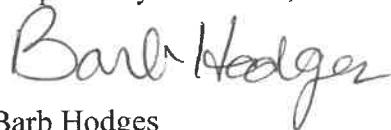
**Request for Executive/Closed Session – 3:06 p.m.** Connie Michael made a motion to go into Closed Session as provided in RSMo.610.021.3 (Personnel), seconded by Nettie Lewis. Motion carried 5-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Connie Michael – yes; Nettie Lewis – yes.

**3:18 p.m.** – Ron Stuckey 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.

Nettie made a motion to **accept Kaylee Price Perkins' resignation**, seconded by Connie. Vote: 5 Yes; 0 No. Motion carried.

**Motion to adjourn** was made by Ron, seconded by Sherri. Vote: 5 Yes; 0 No. Motion carried. Meeting adjourned at 3:18 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.”**