

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

July 29, 2024 (Monday)

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 July 29, 2024**, in Open Session in the conference room of the Putnam County Health Department. **Barb Hodges called the meeting to order at 2:00 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.

Sherri made a motion **to approve the July 29, 2024, agenda**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

Ron made a motion **to approve the open minutes as submitted for June 27, 2024**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

Board Members reviewed and discussed **Financial Statements for June 2024.**

Connie made a motion **to approve the July 2024 disbursements of \$43,349.21**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

Board Members reviewed and discussed **June Activities of Putnam County Health Department.**

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

Board Members reviewed and discussed **Brenda Stewart’s June Environmental Specialist Report.**

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

UNFINISHED BUSINESS:

Ron made a motion to approve the changes to the **Administrative Policy Manual**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

Joetta and Board Members reviewed the suggested changes in the **Personnel Policy Manual.** Joetta is to include the PTO Policy and information on types of leave available to state employees as described by the Missouri Office of Administration, Division of Personnel in next month’s board packet. Joetta will also gather surrounding counties’ PTO/Vacation/Sick Leave policies.

Ron exited at 2:53 p.m.

Ron returned at 3:30 p.m.

NEW BUSINESS:

Ron made a motion to **approve the CCHC FY24 Amendment and the Nutrition Analyst LLC Contract**, seconded by Connie. Vote: **5 Yes; 0 No**. Motion carried.

Joetta and the Board Members reviewed **the June Income Statement mid-year expenses and revenues**.

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

Barb volunteered to be present for the **Tax Levy Hearing** on August 22, 2024, at 12:30 pm.

Nettie made a motion to **sponsor a meal at the Putnam County Café and Resource Center in the amount of \$250**, seconded by Connie. Vote: **4 Yes; 0 No; 1 Abstain – Ron Stuckey**. Motion carried.

Joetta asked the Board Members if they would be interested in purchasing **the lot to the west of the health department**. Board Members decided that they are not interested at this time.

Joetta gave an update on **the Community Health Needs Survey**. 64 responses have been received and the staff will continue to try to get responses through the Putnam County Fair.

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

Joetta and Board Members discussed the time availability for two **Public Health patients** that are going over the six-week time limit but home bound. Nursing staff can continue as long as schedule will allow the visits.

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

Paula Robbins exited at 4:25 p.m.


Executive/Closed:

Request for Executive/Closed Session – 4:25 p.m. Sherri Griswold made a motion to go into Closed Session as provided in RSMo.610.021.3 (Personnel), seconded by Ron Stuckey. Motion carried 5-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Connie Michael – yes; Nettie Lewis – yes.

4:38 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.

Motion to adjourn was made by Connie, seconded by Nettie. Vote: **5 Yes; 0 No**. Motion carried. **Meeting adjourned at 4:39 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.”