

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

August 22, 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 August 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 also present in office.

Sherri made a motion to **approve the August 22, 2024, agenda**, seconded by Connie. Vote: **4 Yes; 0 No.** Motion carried.

Connie made a motion to **approve the open minutes as amended for July 29, 2024**, seconded by Nettie. Vote: **4 Yes; 0 No.** Motion carried.

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

Nettie made a motion to **approve the August 2024 disbursements of \$42,757.09**, seconded by Sherri. Vote: **4 Yes; 0 No.** Motion carried.

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

Ron entered at 1:12 p.m.

Board Members reviewed and discussed the **Health Educator Report.**

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

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

UNFINISHED BUSINESS:

Joetta and Board Members reviewed and discussed the changes made to the Personnel Policy Manual. Nettie made a motion to approve the changes to the **Personnel Policy Manual with the exception of 4.14 Paid Time Off Policy**, seconded by Ron. Vote: **5 Yes; 0 No.** Motion carried.

Joetta and Board Members reviewed and discussed surrounding counties and state PTO/Vacation/Sick Leave policies. Ron made a motion to **make no changes to the Personnel Manual Policy - 4.14 Paid Time Off at this time**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried. Joetta will continue to gather other policies for comparison for the next regular board meeting.

Joetta has not received quotes or information requested for **health insurance**. We will revisit once information or quotes have been received.

NEW BUSINESS:

A Tax Levy Hearing was held at 12:30 p.m., prior to the Board meeting with Barb and Joetta present. No one from the public presented to the hearing. Connie made a motion to **accept the state auditor’s recommended rate of \$.2758**, seconded by Ron. Vote: **5 Yes; 0 No**. Motion carried.

Connie made a motion to **approve the State Public Health Lab Web Portal Access MOU, Region B Mutual Aid MOU for Environmental Services, and the FY25 WIC Contract in the amount of \$109,965**, seconded by Nettie. Vote: **5 Yes; 0 No**. Motion carried.

Joetta announced that the **Putnam County Café & Resource Center Meal Champion** day for the health department will be October 11, 2024. The office will close at noon for employees to attend. Board Members would like this to be done annually.

Joetta and Board Members discussed ideas for the health department’s **50th Anniversary** in 2025.

Board Meeting Date: The next regular meeting will be Friday, September 27, 2024, at 1:00 p.m.

Paula Robbins exited at 2:09 p.m.

Executive/Closed:

Request for Executive/Closed Session – 2:09 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.

2:56 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 Ron, seconded by Sherri. Vote: **5 Yes; 0 No**. Motion carried.
Meeting adjourned at 2:56 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.”