

MISSION STATEMENT

“The Putnam County Health Department is committed to following Missouri’s Foundational Public Health Services Model to achieve a functional public health system within Putnam County.”

PUTNAM COUNTY HEALTH DEPARTMENT

BOARD OF TRUSTEES MEETING

November 25, 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 November 25, 2024**, in Open Session in the conference room of the Putnam County Health Department. **Barb Hodges called the meeting to order at 1:30 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.

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

Ron made a motion to **approve the open minutes as amended for October 24, 2024**, seconded by Connie. Vote: 5 Yes; 0 No. Motion carried.

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

Joetta and Board Members discussed **Pink Out shirt sponsorship** for the PCHS basketball game in January 2025. Board Members agreed that this is a good idea to promote cancer awareness.

Connie made a motion to **approve the November 2024 disbursements of \$55,685.58, and to pay vaccine invoices and other invoices as needed prior to the next board meeting in order to utilize discounts and keep in good standing**, seconded by Sherri. Vote: 4 Yes; 0 No; 1 Abstain – Barb Hodges. Motion carried.

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

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

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

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

UNFINISHED BUSINESS:

Joetta gave an update on **Employee Insurance Premiums.** Board Members decided not to take any action at this time.

NEW BUSINESS:

Ron made a motion to **approve the Accreditation Assistance Contract Amendment #1**, seconded by Sherri. Vote: 5 Yes; 0 No. Motion carried.

Ron made a motion to **allow employees to sell up to 50 hours of PTO to be paid out with first payroll in December**, seconded by Sherri. Vote: 5 Yes; 0 No. Motion carried.

Board of Trustees Minutes

Joetta gave an update on the **annual inventory list** review. See attached.

Ron made a motion to **cash the Ameriprise Certificate of Deposit #6970-9022 in amount of \$170,000.00 plus interest and invest \$175,000 in a 23-month certificate of deposit with Putnam County State Bank at 4.0% with APY of 4.07% allowing Nettie Lewis, Treasurer, or Paula Robbins, Assistant Treasurer, or Joetta Hunt, Administrator, to cash current certificate of deposit and purchase the new certificate of deposit, seconded by Connie. Vote: 5 Yes; 0 No.** Motion carried.

Joetta gave an update on **vaccines** given at the Putnam County Care Center and the health department clinics.

Joetta announced the health department is partnering with Putnam County Café & Resource Center to plan the **50th Anniversary** in 2025.

Joetta announced that the office will be closing at noon on December 4, 2024, for a **Lunch-and-Learn** and staff development.

Board Meeting Date: The next regular meeting will be Monday, December 30, 2024, at 2:30 p.m.

Paula Robbins exited at 2:25 p.m.

Executive/Closed:

Request for Executive/Closed Session – 2:25 p.m. Connie Michael 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.

3:03 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 Sherri, seconded by Connie. Vote: 5 Yes; 0 No. Motion carried.
Meeting adjourned at 3:03 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.”