

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

May 21, 2025 (Wednesday)

MINUTES

ATTENDEES:

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

ABSENT:

The **Board of Trustees of the Putnam County Health Department met May 21, 2025**, 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, and Nettie Lewis. Joetta Hunt, Administrator, and Paula Robbins were also present in office.

Ron made a motion **to approve the May 21, 2025, agenda**, seconded by Sherri. Vote: **4 Yes; 0 No.** Motion carried.

Nettie brought forth changes to the minutes. The Board Members and Joetta discussed changes and updates to the April 24, 2025, minutes. Nettie requested an update on the Rotary Diaper Drive. Ron gave an update as a Rotary representative. Nettie made a motion **to approve the amended open minutes as submitted for April 24, 2025**, seconded by Ron. Vote: **4 Yes; 0 No.** Motion carried.

Board Members and Joetta reviewed, questioned the election expense and discussed the **Financial Statements for April 2025**.

Board Members and Joetta reviewed the May 2025 disbursements. Sherri made a motion **to approve the May 2025 disbursements of \$59,594.80**, seconded by Nettie. Vote: **4 Yes; 0 No.** Motion carried.

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

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

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

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

Nettie brought up changing the **mission statement since the media outreach** is going out of the county. The Board Members discussed and it was decided that the mission statement is still appropriate since the media outreach and other outreach is targeted for the Putnam County residents. It was also decided to remove the Media Outreach from the Monthly Activities report and the numbers will continue to be recorded but not presented to the Board Members.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Ron made a motion **to approve the Collaborative Practice Agreement**, seconded by Sherri. Vote: **4 Yes; 0 No.** Motion carried.

Board Members and Joetta reviewed and discussed recommended changes and additions to **Administrative Manual WIC Policies** – 15.1 – Missed Appointments; 15.2 – Late Appointment; 15.3 – Food Package Changes; 15.4 – Formula Changes; 15.5 – Missed/Refused Nutrition Education Appointment; 15.6 – Proxies; and 15.7 – Lost or Stolen Benefit Replacement. Board Members will review with recommended updates and vote on at next month's regular meeting.

Joetta announced that **Connie Michael** resigned as a board member for the health department.

Joetta told the Board Members that the health department received \$1010 for the **Carolyn Grimes' Memorial**. The outdoor glider rocker from Cornerpost Building Supply (formerly Midwest Storage Buildings) and the plaque for the memorial has been ordered.

Joetta gave an update on the **PCHD 50th Anniversary Family Fun Event**. Joetta shared the decision to move the movie inside due to potential cooler temperatures either to McCalment Gym or the high school gym. Joetta and Board Members discussed moving the event completely inside to the high school due to wind and weather conditions to ensure safety.

Joetta reminded the Board Members that the **50th Anniversary Luncheon** will be May 30, 2025, at the Putnam County Café & Resource from 11AM to 1PM. The office will be closed during that time and health department employees will help with set-up and serving.

Barb brought up the idea of the health department purchasing **playground equipment** to be located at the ball fields in town. Joetta will look into funding opportunities as well as communicate with the school to see if this is a possibility.

Nettie shared the idea to create a **department calendar** for the coming year with photos from past events and a list of activities we do to distribute to patrons in an effort to raise awareness of what all we offer at the department. Nettie shared that her calendar cost approximately \$7 to make. Joetta will check on pricing for this to share at the next board meeting.

Board Meeting Date: The next regular meeting will be Wednesday, June 25, 2025, at 1:00 p.m.

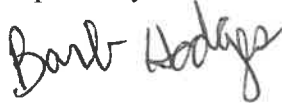
Executive/Closed:

Request for Executive/Closed Session – 1:56 p.m. Sherri Griswold made a motion to go into Closed Session as provided in RSMo.610.021.13 (Personnel), seconded by Nettie Lewis. Motion carried 4-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Nettie Lewis – yes.

2:16 p.m. – Sherri Griswold made a motion to go into **Open Session**, seconded by Ron Stuckey. Motion carried 4-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Nettie Lewis – yes.

Motion to adjourn was made by Ron, seconded by Sherri. Vote: **4 Yes; 0 No**. Motion carried.
Meeting adjourned at 2:16 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.”