

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

June 25, 2025 (Wednesday)

MINUTES

ATTENDEES:

Barb Hodges Ron Stuckey
Sherri Griswold Kay Bonifazi
Nettie Lewis
Joetta Hunt, Administrator
Paula Robbins, Administrative Assistant/Assistant Treasurer
Interns: Bryanna Porras & Graycie Mae Tennill

ABSENT:

The **Board of Trustees of the Putnam County Health Department met June 25, 2025**, in Open Session in the conference room of the Putnam County Health Department.

Joetta Hunt swore in Board Member: Kay Bonifazi.

Barb Hodges called the meeting to order at 1:00 pm. Members present in office: Barb Hodges, Ron Stuckey, Sherri Griswold, Kay Bonifazi and Nettie Lewis. Joetta Hunt, Administrator, Paula Robbins, Bryanna Porras, and Graycie Mae Tennill were also present in office.

Ron made a motion **to approve the June 25, 2025, agenda**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried.

Nettie brought forth changes to the minutes. The Board Members and Joetta discussed changes and updates to the May 21, 2025, minutes. Ron made a motion **to approve the amended open minutes for May 21, 2025**, seconded by Sherri. Vote: **4 Yes; 0 No; 1 Abstain – Kay Bonifazi.** Motion carried.

Board Members and Joetta reviewed and discussed the **Financial Statements for May 2025**. Joetta explained how funding contracts are diminishing.

Board Members and Joetta reviewed the June 2025 disbursements. Nettie made a motion **to approve the June 2025 disbursements of \$48,277.36**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried.

Board Members reviewed and discussed **May Activities of Putnam County Health Department**. Joetta explained that she and Kari attended the Love Notes 4.0 Introduction Call and it is not for our county. Nettie inquired about the WIC numbers and if we have a rabies clinic planned for this year.

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

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

Joetta asked the Board Members their thoughts on purchasing two sets of **Epinephrine Junior Pens** for the PC R-1 Schools. Board Members agreed to purchase when needed.

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

UNFINISHED BUSINESS:

Board Members and Joetta reviewed the Administrative Manual WIC Policies. Ron made a motion **to approve the amended 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, seconded by Kay. Vote: 5 Yes; 0 No. Motion carried.

NEW BUSINESS:

Joetta announced that we have not received the **FY26 PHEP Contract** at this time but it has been reduced by approximately 50%.

Board Members and Joetta discussed the ServeLink Contract. Kay made a motion **to approve the ServeLink Contract**, seconded by Sherri. Vote: 5 Yes; 0 No. Motion carried.

Ron made a motion **to grant Administrative Leave for Thursday and Friday afternoons, September 4-5, 2025, for the Putnam County Fair with possible additional office closure with activities at the fair**, seconded by Nettie. Vote: 5 Yes; 0 No. Motion carried.

Board Members and Joetta discussed **calendar** ideas. A trial digital calendar will be done for September.

50th Anniversary events were successful. Board Members and Joetta discussed future event ideas.

Joetta will keep the Board Members updated on the changes with the **PHEP Contract**.

Joetta announced that she is putting together a presentation of **contract changes** over the last decade.

Nettie asked about the **weather radio** status regarding numbers given out and would like us to follow up with those given to make sure they are working, batteries are updated, and if anyone needs assistance.

Board Meeting Date: The next regular meeting will be Thursday, July 24, 2025, at 1:00 p.m.

Executive/Closed:

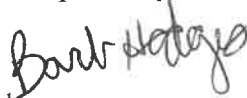
Request for Executive/Closed Session – 1:57 p.m. Ron Stuckey made a motion to go into Closed Session as provided in RSMo.610.021.3 (Personnel), seconded by Nettie Lewis. Motion carried 5-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Kay Bonifazi – yes; Nettie Lewis – yes.

2:08 p.m. – Sherri Griswold made a motion to go into **Open Session**, seconded by Kay Bonifazi. Motion carried 5-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Kay Bonifazi – yes; Nettie Lewis – yes.

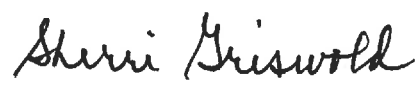
Sherri made a motion **to approve Mackenzie Homann’s FMLA/Maternity beginning July 1, 2025**, seconded Ron. Vote: 5 Yes; 0 No. Motion carried.

Motion to adjourn was made by Nettie, seconded by Kay. Vote: 5 Yes; 0 No. Motion carried. Meeting adjourned at 2:09 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.”