

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

September 27, 2024 (Friday)

MINUTES

ATTENDEES:

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

ABSENT:

The **Board of Trustees of the Putnam County Health Department met September 27, 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, Paula Robbins and Brenda Stewart were also present in office.

Ron made a motion to **approve the September 27, 2024, agenda**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried.

Nettie made a motion to **approve the open minutes as submitted for August 22, 2024**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

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

Ron made a motion to **approve the September 2024 disbursements of \$74,406.11**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried.

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

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

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

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

UNFINISHED BUSINESS:

Joetta and Board Members reviewed and discussed **the Putnam County Memorial Hospital Paid Time Off Policy.**

NEW BUSINESS:

Joetta and Board Members reviewed and discussed **Personnel Manual – 8.4 Employee and Board Member Financial Conflict of Interest Policy.** Board Members will review at the next regular board meeting.

Nettie made a motion to **grant Administrative Leave for 7 hours on November 29, 2024, and 3.5 hours and closing office at noon on December 24, 2024**, seconded by Connie. Vote: **5 Yes; 0 No.** Motion carried.

Joetta reminded the Board Members that the **Putnam County Café & Resource Center Meal Champion** day for the health department will be October 11, 2024. The office will close from noon – 1:00 p.m. for employees to attend.

Joetta and Board Members discussed COVID-19 and influenza testing at the health department. Connie made a motion **to do Life Sign Status COVID-19 and Influenza A & B Antigen Testing at the health department**, seconded by Nettie. Vote: **5 Yes; 0 No**. Motion carried.

Joetta and Board Members discussed vaccines for Putnam County Care Center and Bristol Manor. Ron made a **motion to offer RSV Vaccine to eligible patients at Putnam County Care Center and Bristol Manor with billing insurance and accept assignment with no cost to patient**, seconded by Sherri. Vote: **5 Yes; 0 No**. Motion carried.

Brenda Stewart entered at 1:58 p.m.

Brenda Stewart, EPHS, spoke to Board Members and Joetta regarding her concerns with fulfilling her contract and duties as environmentalist at the Putnam County Health Department. She explained her perception of the new EHOG.

Brenda Stewart exited at 2:27 p.m.

Board Meeting Date: The next regular meeting will be Thursday, October 24, 2024, at 1:00 p.m.

Paula Robbins exited at 2:28 p.m.

Executive/Closed:

Request for Executive/Closed Session – 2:28 p.m. Connie Michael made a motion to go into Closed Session as provided in RSMo.610.021.3 (Personnel), 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.

2:55 p.m. – Sherri Griswold made a motion to go into **Open Session**, 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.

Motion to adjourn was made by Ron, seconded by Nettie. Vote: **5 Yes; 0 No**. Motion carried. Meeting adjourned at 2:55 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.”