

## 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

**August 28, 2025 (Thursday)**

### MINUTES

#### ATTENDEES:

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

#### ABSENT:

The **Board of Trustees of the Putnam County Health Department met August 28, 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, Sherri Griswold, Kay Bonifazi and Nettie Lewis. Joetta Hunt, Administrator, and Paula Robbins were also present in office.

Sherri made a motion **to approve the August 28, 2025, agenda**, seconded by Kay. Vote: **4 Yes; 0 No.** Motion carried.

Sherri made a motion **to approve the amended open minutes for August 19, 2025**, seconded by Nettie. Vote: **4 Yes; 0 No.** Motion carried.

Nettie made a motion **to approve the amended open minutes for July 24, 2025**, seconded by Sherri. Vote: **3 Yes; 0 No; 1 Abstain – Kay Bonifazi.** Motion carried.

Board Members and Joetta reviewed and discussed the **Financial Statements for July 2025**.

Nettie inquired about the **increasing of property taxes**. Joetta explained that the levy rate for taxing entities are structured to remain stable and are not automatically adjusted in response to rising property values. If assessed property values increase significantly, the Missouri State Auditor may determine that a rollback is necessary to prevent excess revenue collection beyond what voters have authorized.

Nettie inquired about the different **gas cards** given out at the health department. Joetta explained that the health department purchases and gives out Maternal Child Health gas cards and that the health department issues cancer gas cards for the Putnam County Partners in Prevention.

Board Members and Joetta reviewed the August 2025 disbursements. Kay made a motion **to approve the August 2025 disbursements of \$50,336.00**, seconded by Sherri. Vote: **4 Yes; 0 No.** Motion carried.

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

Board Members reviewed and discussed the current **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:**

None.

**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.

Ron entered at 1:32 p.m.

Nettie made a motion that **the Board of Trustees elect to maintain the voter approved ceiling of 0.3000, but accepts the State Auditors current year tax rate ceiling of 0.2630**, seconded by Kay. Vote: **4 Yes; 0 No; 1 Abstain – Ron Stuckey**. Motion carried.

Ron made a motion to approve **the FY26 PHEP Contract; Vital Records MOU, State Public Health Lab Web Portal Access MOU, FY26-28 Environmental Child Care Sanitation Inspections Participation Agreement, PHIG Contract Amendment, FY26 WIC Nutrition Contract, and FY26 WIC Health Professional Backup Plan**, seconded by Sherri. Vote: **5 Yes; 0 No**. Motion carried.

Joetta and the Board Members discussed **Administrative Manual – WIC Policies**. Kay made a motion to **remove the WIC Policies from the Administrative Manual**, seconded by Sherri. Vote: **5 Yes; 0 No**. Motion carried.

Joetta passed out a draft **Personnel Policy – 7.10 Social Media Policy** to review and vote on at the next regular board meeting.

Joetta told Board Members that we will have someone at the **Putnam County Fair Booth** from 4:00 – 7:30 p.m. each night. We are also looking into different activities for the fair next year.

Joetta announced that we are changing the **flu clinic** from a drive through. We are still working out the details, but are planning some outreach clinics.

Joetta stated that we are going to get the **Meal Champion Sponsorship** set with Putnam County Café & Resource Center in October.

Ron made a motion to **approve the changes to Personnel Policies – 4.4 Determining Hours Worked and 4.5 Overtime/Weekend Pay**, seconded by Nettie. Vote: **5 Yes; 0 No**. Motion carried.

**Board Meeting Date:** The next regular meeting will be Friday, September 26, 2025, at 1:00 p.m.

Paula exited at 1:49 p.m.

**Executive/Closed:**

**Request for Executive/Closed Session – 1:49 p.m.** Nettie Lewis made a motion to go into Closed Session as provided in RSMo.610.021.3 (Personnel), 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.

**2:33 p.m.** – Sherri Griswold made a motion to go into **Open Session**, seconded by Ron Stuckey. Motion carried 5-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Kay Bonifazi – yes; Nettie Lewis – yes.

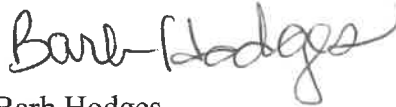
Ron made a motion to **accept Brenda Stottlemire's resignation effective on September 12, 2025**, seconded by Kay. Vote: **5 Yes; 0 No**. Motion carried.

Sherri made a motion to **accept Mackenzie Homann's resignation effective September 19, 2025**, seconded by Kay. Vote: **5 Yes; 0 No**. Motion carried.

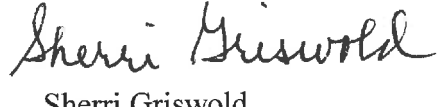
Nettie made a motion **to offer a PRN position to Mackenzie Homann**, seconded by Ron. Vote: **5**  
**Yes; 0 No.** Motion carried.

**Motion to adjourn** was made by Ron, seconded by Kay. Vote: **5 Yes; 0 No.** Motion carried.  
**Meeting adjourned at 2:37 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.”**