

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

October 23, 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 October 23, 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, Kay Bonifazi and Nettie Lewis. Joetta Hunt, Administrator, and Paula Robbins were also present in office.

Kay made a motion **to approve the October 23, 2025, agenda**, seconded by Ron. Vote: **5 Yes; 0 No.** Motion carried.

Ron made a motion **to approve the open minutes for September 26, 2025, as amended**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried.

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

Board Members and Joetta reviewed the October 2025 disbursements. Nettie made a motion **to approve the October 2025 disbursements of \$53,946.56**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried.

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

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

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

Board Members reviewed and discussed **Programs/Activities Report**. Members and Joetta discussed the progress of the influenza clinics. Joetta shared that they continue to offer weekly clinics. Joetta will give an update each month on progress.

UNFINISHED BUSINESS:

Joetta and Board Members discussed **Personnel Manual Policy – 7.10 Social Media Policy**. Kay made a motion **to approve the Personnel Policy – 7.10 Social Media Policy**, seconded by Ron. Vote: **5 Yes; 0 No.** Motion carried.

Joetta and Board Members discussed **Personnel Manual Policy – 4.14 PTO Policy**. Ron made a motion **to approve the Personnel Policy – 4.14 PTO Policy**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried.

NEW BUSINESS:

Nettie asked how the **government shutdown** could impact WIC and other federal programs the department participates in. Joetta shared that funding may only be available for WIC through the end of October. She will keep the board updated as she knows more information and will share updates via phone or email.

Joetta presented an updated **Safe Cribs for Missouri Program; Collaborative Practice Agreement; and FY26 MCH Contract**. Nettie made a motion to approve these contracts seconded by Kay. Vote: **5 Yes; 0 No**. Motion carried.

Sherri made a motion **to change payroll dates due to holidays to November 26, 2025, and December 24, 2025**, seconded by Ron. Vote: **5 Yes; 0 No**. Motion carried.

Joetta shared with the Board Members that the **FY26 PHEP** contract will likely be fully funded, but the amendments will not be available until after the first of the year.

Joetta announced that the **new nurses** are fitting in great with positive feedback from patients.

Joetta announced that she is starting to work on the **FY26 Budget**. She and the Board Members discussed items including a family fun night, playground equipment and water bottle filling stations for ballfields.

Nettie requested if **in-person staff updates** could be continued at meetings, with Kari sharing updates on the Wellness Program, Jill on her activities, etc. Joetta will implement this beginning at the November meeting.

Joetta announced that she is still working with Ron Kinzler on **calendar mailings**.

Board Meeting Date: The next regular meetings will be Thursday, November 20, 2025, and Tuesday, December 30, 2025, at 1:00 p.m.

Motion to adjourn was made by Ron, seconded by Sherri. Vote: **5 Yes; 0 No**. Motion carried.
Meeting adjourned at 1:41 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.”