

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

November 20, 2025 (Thursday)
MINUTES

ATTENDEES:

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

ABSENT:

The Board of Trustees of the Putnam County Health Department met November 20, 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, Paula Robbins, and Jill Payne, Health Educator, were also present in office.

Ron made a motion to approve the November 20, 2025, agenda, seconded by Sherri. Vote: 5 Yes; 0 No. Motion carried.

Kay made a motion to approve the open minutes for October 23, 2025, as submitted, seconded by Nettie. Vote: 5 Yes; 0 No. Motion carried.

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

Board Members and Joetta reviewed the November 2025 disbursements. Ron made a motion to approve the November 2025 disbursements of \$61,054.98, seconded by Sherri. Vote: 5 Yes; 0 No. Motion carried.

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

Jill Payne entered at 1:04 pm.

Jill Payne, **Health Educator**, gave an overview of 2025 activities completed and 2026 activity ideas.

Jill Payne exited at 1:13 pm.

Board Members reviewed and discussed **October Activities of Putnam County Health Department**. Nettie inquired about the Guardant Clinic. Joetta explained that it is a colorectal cancer screening clinic that is tentatively scheduled to be held at our office on December 11th and hopefully again in March if there's enough interest.

Board Members reviewed and discussed **Brenda Stewart’s October 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.

Joetta discussed the outcome of the **government shut down** on the WIC and Federal Programs. She stated the major impact was on the senior citizens food programs.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Sherri made a motion to approve the **Agreed Upon Procedures Engagement Letter in amount of \$4800, and the Guardant MOU**, seconded by Kay. Vote: **5 Yes; 0 No.** Motion carried.

Kay made a motion to **allow employees to sell unlimited hours of PTO to be paid out with first payroll in December**, seconded by Ron. Vote: **5 Yes; 0 No.** Motion carried.

Joetta gave an update on the **annual inventory list** review. See attached.

Ron made a motion to **salvage items as listed**, seconded by Sherri. Vote: **5 Yes; 0 No.** Motion carried. See attached.

Joetta presented an updated draft of **Personnel Policy Manual – 4.4 Determining Hours Worked**. Board Members and Joetta discussed. This policy will be voted on at the next regular meeting. Kay made a motion to **temporarily give permission to pay on call pay to Registered Nurses covering backup On Call to the Licensed Practical Nurse during extended days of office closure when required for patient coverage**, seconded by Nettie. Vote: **5 Yes; 0 No.** Motion carried.

Joetta and Board Members discussed advertising opportunities with Putnam County Café and Resource Center. Kay made a motion to **pay \$400 per month for 2026 to the Putnam County Café and Resource Center for advertising via Meal Champion sponsorships**, seconded by Nettie. Vote: **4 Yes; 0 No; 1 Abstain – Ron Stuckey.** Motion carried.

Joetta and Board Members discussed **Performance Evaluations**. Joetta explained “Stay Interviews” and how she would like to implement them through out the year. She also provided members with a potential format that they could utilize to evaluate herself if they so choose.

Board Meeting Date: The next regular meetings will be 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 1:53 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.”