

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

December 30, 2025 (Tuesday)

MINUTES

ATTENDEES:

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

ABSENT:

Kay Bonifazi

The **Board of Trustees of the Putnam County Health Department met December 30, 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, and Nettie Lewis. Joetta Hunt, Administrator, and Paula Robbins were also present in office. Kay Bonifazi was absent.

Ron made a motion to **approve the December 30, 2025, agenda**, seconded by Sherri. Vote: **4 Yes; 0 No.** Motion carried.

Nettie made a motion to **approve the open minutes for November 20, 2025, as submitted**, seconded by Sherri. Vote: **4 Yes; 0 No.** Motion carried.

Board Members and Joetta reviewed and discussed the **Financial Statements for November 2025**. A Board Member inquired about the playground equipment and water fountains for the school ball fields. Joetta stated that she had been in contact with the superintendent of the schools. The superintendent expressed that the water fountains would be good to have, but she will have to check into the playground equipment.

Board Members and Joetta reviewed the December 2025 disbursements. Ron made a motion to **approve the December 2025 disbursements of \$69,337.56**, seconded by Sherri. Vote: **4 Yes; 0 No.** Motion carried.

Board Members reviewed and discussed the current **Health Educator Report**. Joetta brought up the duplication of the report with the health department’s Monthly Activity Report. It was agreed that the health educator report is no longer needed.

Board Members reviewed and discussed **November Activities of Putnam County Health Department**. A Board Member inquired about the low numbers for blood pressures and home health. Board Members and Joetta discussed. Joetta announced that one side of the flyer that was distributed this month was for Serve Link advertising.

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

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

UNFINISHED BUSINESS:

Board Members and Joetta discussed the changes to Personnel Policy Manual – 4.4 Determining Hours Worked. Ron made a motion to approve the changes to Personnel Policy Manual – 4.4 Determining Hours Worked, seconded by Nettie. Vote: **4 Yes; 0 No.** Motion carried.

NEW BUSINESS:

Board of Trustees Minutes

Sherri made a motion to approve **the EPHS Contract with no changes at \$900.00 per month and the FY26 PHEP Amendment in the amount of \$9,713.00**, seconded by Nettie. Vote: **4 Yes; 0 No**. Motion carried.

Ron made a motion to **approve the budget adjustment as submitted**, seconded by Sherri. Vote: **4 Yes; 0 No**. Motion carried. See attached.

Joetta and Board Members reviewed and discussed the **2025 Year End and 2026 Budget Projections**.

Joetta and Board Members discussed the water fountains for the school ball fields. Ron made a motion to **purchase three blue water/bottle fountains for the school ball fields in 2026 in the approximate cost of \$9,147.00 plus shipping**, seconded by Sherri. Vote: **4 Yes; 0 No**. Motion carried.

Nettie made a motion to **grant 3 hours of Administrative Leave for weather on December 1, 2025**, seconded by Sherri. Vote: **4 Yes; 0 No**. Motion carried.

Joetta asked if anyone had any questions regarding the **performance evaluation process**.

A Board Member asked about **goals and objectives** for PCHD in 2025. Her question, “What are the results/outcomes of their goals? Do we have numbers or trends to evaluate the effectiveness of setting certain goals?” Board Members and Joetta discussed. Joetta will work on bringing reports with outcomes.

Board Meeting Date: The next regular meeting will be Thursday, January 22, 2026, at 1:00 p.m. with a budget meeting on Wednesday, January 7, 2026 at 1:00 p.m.

Paula Robbins exited at 2:25 p.m.

Executive/Closed:

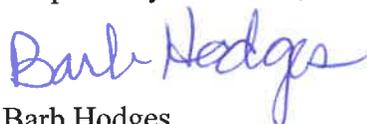
Request for Executive/Closed Session – 2:25 p.m. Ron Stuckey made a motion to go into Closed Session as provided in RSMo.610.021.3 (Personnel) and RSMo.610.021.13 (Personnel), seconded by Nettie Lewis. Motion carried 4-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Kay Bonifazi – absent; Nettie Lewis – yes.

2:57 p.m. – Sherri Griswold made a motion to go into **Open Session**, seconded by Ron Stuckey. Motion carried 4-0 by roll call vote: Barb Hodges – yes; Sherri Griswold – yes; Ron Stuckey – yes; Kay Bonifazi – absent; Nettie Lewis – yes.

Nettie made a motion to **give a salary/wage increase as discussed and increase the extra pay benefit to \$550 per month for full-time employees**, seconded by Ron. Vote: **4 Yes; 0 No**. Motion carried.

Motion to adjourn was made by Ron, seconded by Sherri. Vote: **4 Yes; 0 No**. Motion carried. **Meeting adjourned at 2:58 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.”