

OTTAWA COUNTY HEALTH DEPARTMENT

January 12, 2021

Present:

Board Members: Greg Deerhake, Debbie Hymore-Tester, Steven Jackson, DO, L. J. Overmyer,  
Eric Schramm, Bruce Moritz

Health Commissioner: Jerry Bingham, MPH, RS

Director of Env Health: Tracy Brown, MHE, RS, RD

Director of Health Ed & Accreditation: Joshua Niese, MPH, RS

Director of Nursing: Katie Crowell, RN, MPH

Business Manager: Debra Baumgartner

Administrative Assistant: Julie Wittman

The regular meeting of the Ottawa County District Board of Health was held via Zoom, due to the Corona Virus Pandemic, on January 12, 2021, with President, Greg Deerhake, calling the meeting to order at 5:30 p.m.

The minutes of the December 8, 2020 meeting were presented. Mr. Overmyer moved to approve the minutes. Seconded by Dr. Jackson. Motion carried.

JUDY  
SEW. VARIANCE

Ms. Brown explained that Steve Judy has requested a variance from the Board of Health, at his residence on 19142 W. Portage River Rd., Elmore, as his home sewage treatment system is not working correctly. Mr. Judy is requesting that the septic tank be utilized as a sewage holding tank until such time as the Elmore sanitary sewer is installed, which is scheduled to be completed in December 2021.

Ms. Hymore-Tester moved to grant the variance to Steve Judy with the following required stipulations:

1. A signed statement must be provided by the seller/buyer that the dwelling will be connected to the sanitary sewer as soon as it is available;
2. Must apply and submit payment for a sewage system alteration permit;
3. Must have a high water alarm installed on the septic tank that is both audible and visual;
4. Must apply and submit payment to enter into the Operation and Maintenance program (O&M);
5. Must have a contract with a registered sewage hauler and have the contents of the septic tank pumped out at least once every 14 days or more frequently as needed until the complete sewage treatment system is installed;
6. Must provide proof of the pumping report to the health department within a timely manner; and
7. Must apply and submit payment for a sewage system abandonment permit to remove the holding tank once the dwelling is connected to the sanitary sewer.

Seconded by Mr. Overmyer. Motion carried.

HEALTH COMM  
REPORT

Mr. Bingham presented the Health Commissioner's Report to the Board. He explained that he received notification from the Family and Children First Council that the health department, being a mandated member of the Council per the Ohio

Revised Code, is required to pay a yearly fee which has been increased to \$2,000.00 in 2021.

He gave a brief update on recent COVID activities, presenting the most recent COVID Dashboard. Mr. Bingham reported that the 1A tier of COVID vaccinations are underway and should be completed this week, with 1B beginning next week. Magruder Hospital and Kroger Pharmacy are the only other COVID vaccinators in Ottawa County. A preregistration site has been created for the public to enter information so that they can be contacted when there is vaccine available for their shot.

PUBLIC COMMENT No public in attendance.

ACTIVITY REPORTS Ms. Crowell presented the December 2020 Nursing Activity Report and Quarterly Program Projections.  
Ms. Brown presented the December 2020 Environmental Health Activity Report and Quarterly Program Projections.  
Mr. Niese gave the Board an update of the Health Education and Accreditation Division.

#### FISCAL REPORTS

1. HH Accts. Recv. Ms. Baumgartner presented the December 2020 Home Health Accounts Receivable Report.  
2. Financial Report Ms. Baumgartner presented the December 2020 Board of Health Financial Report.

#### GRANTS / CONTRACTS

Mr. Bingham reported on the following grants and contracts:

1. 2021 RVI Requested Board approval to renew the contract with Riverview Industries (RVI) for custodial service for the health department. Ms. Hymore-Tester moved to authorize Mr. Bingham to renew the RVI contract, with an increase to \$89.69 per night. Seconded by Dr. Jackson Motion carried.

2. 2021 FP Mailing Sol. Requested Board approval to enter into a contract with FP Mailing Solutions to lease a new postage meter. Ms. Hymore-Tester moved to authorize Mr. Bingham to enter into a contract with FP Mailing Solutions for a postage meter. Seconded by Dr. Jackson. Motion carried.

3. 2022 PHEP Requested Board approval to reapply to ODH for the 2022 Public Health Emergency Preparedness (PHEP) Grant. Dr. Jackson moved to authorize Mr. Bingham to reapply for the 2022 PHEP Grant. Seconded by Mr. Schramm. Motion carried.

4. 2021 Mosquito Requested Board approval to apply to the Ohio EPA for the 2021 Mosquito Grant, which would be for mosquito surveillance, trapping, larvicide, and educational outreach. Dr. Jackson moved to authorize Mr. Bingham to apply for the 2021 Mosquito Grant. Seconded by Mr. Schramm. Motion carried.

5. 2021 IT – Co Comm Requested Board approval to renew the contract with the Ottawa County Commissioners for IT support, based on hourly rate and fringe benefits of the employees utilized. Ms. Hymore-Tester moved to authorize Mr. Bingham to renew

the IT contract with the Ottawa County Commissioners. Seconded by Mr. Overmyer. Motion carried.

6. 2021 HR – Co Comm Requested Board approval to renew the contract with the Ottawa County Commissioners for Human Resource support, based on the hourly rate and fringe benefits of the Ottawa County Human Resources (HR) Director. Dr. Jackson moved to authorize Mr. Bingham to renew the HR contract with the Ottawa County Commissioners. Seconded by Ms. Hymore-Tester. Motion carried.

2021 MILEAGE REIMBURSEMENT Mr. Bingham reminded Board members that the Board's policy for mileage reimbursement of personal autos used for Board business is the IRS mileage rate. The IRS mileage rate decreased from 57.5 to 56 cents per mile, effective January 1, 2021.

FINANCE COMM. Mr. Bingham reminded the Finance Committee that they will need to meet prior to the next Board Meeting so that a 2022 Budget can be presented for approval in February.

MEETINGS There are no meetings scheduled for January 2021, due to the COVID-19 Pandemic.

BILL APPROVALS Ms. Hymore-Tester moved to pay the bills. (Attached) Seconded by Mr. Overmyer. Motion carried.

Next Meeting Date February 9, 2021 at 5:30 p.m.

Being no further business, the meeting was adjourned.

Respectfully Submitted,

Gerald W. Bingham, MPH, RS  
Health Commissioner  
Secretary

Greg Deerhake  
President

# BILLS PAID

## JANUARY 2021

ALLSHRED SERVICES	\$62.85	OHIO DIVISION OF REAL ESTATE	\$2.50
SHREDDING		BURIAL PERMIT	
AMAZON CAPITAL SERVICES, INC.	\$1,629.11	OHIO TELECOM	\$99.95
SUPPLIES FOR DECEMBER		FIBER CONCT 01/15-02/15	
AOHC	\$120.00	OTTAWA COUNTY COMMISSIONERS	\$675.05
SKILLSOFT TRNG - 2021		WORKERS COMP ADMIN FEE	
BINGHAM	\$33.35	OTTAWA COUNTY FCFC	\$2,000.00
TRAVEL - DECEMBER		2021 FCFC DUES	
BROWN	\$175.38	OVERMYER	\$80.00
TRAVEL - DECEMBER		BOARD MTG 01/12/21	
CASTALIA TRENCHING & READY MIX	\$34,900.00	P.T. SERVICE INC.	\$153.00
SEPTIC SYSTEM WPCLF		PT SRVC FOR 12/20	
CDW-G GOVERNMENT, INC	\$996.00	PERS	\$8,277.48
CT COMPUTER EQUIPMENT		PERS PAYMENT JANUARY	
CENTER FOR DISEASE DETECTION, LLC	\$12.50	PITNEY BOWES	\$105.00
FP LAB FEES		POSTAGE MACH LEASE 12/20	
CONCORDANCE HEALTHCARE	\$74.61	POSTMASTER	(\$2,400.00)
SUPPLIES FOR DECEMBER		CANCELLED CHECK	
CONTROL SOLUTIONS, INC.	\$1,650.00	PUBLIC ENTITIES POOL OF OHIO	\$3,905.00
IMM EQUIPMENT-COOLERS		PUBLIC ENTITIES POOL INS.	
CROWELL	\$62.68	REDMOND	\$27.60
TRAVEL - DECEMBER		TRAVEL - DECEMBER	
DEERHAKE	\$80.00	ROBERTS	\$189.75
BOARD MTG 01/12/21		COVID-19 CT-DECEMBER	
DELL USA L.P.	\$11,200.00	RUSH	\$103.50
EQUIPMENT		TRAVEL - DECEMBER	
FACER	\$269.10	SANOFI PASTEUR, INC.	\$1,211.62
TRAVEL - DECEMBER		PENTACEL/IPOL	
FOX	\$68.43	SCHRAMM	\$80.00
TRAVEL - DECEMBER		BOARD MTG 01/12/21	
FP MAILING SOLUTIONS	\$2,400.00	SEGAARD	\$4.60
REFILL POSTAGE METER		TRAVEL - DECEMBER	
HELMER	\$5,246.44	SHOPLET.COM	\$298.06
IMM EQUIPMENT-REFRIG		SUPPLIES FOR DECEMBER	
HYMORE-TESTER	\$80.00	STERLING PC MAINTENANCE SOLUTIONS	\$530.00
BOARD MTG 01/12/21		COMPUTER CONTRACT	
JACKSON	\$80.00	THE BEACON	\$29.74
BOARD MTG 01/12/21		LEGAL NOTICE RES 2021-01	
JEFF KURAS EXCAVATING, LLC	\$10,922.50	TREASURER OF STATE	\$210.00
SEWAGE SYSTEM WPCLF		MARCS RADIOS	
KROGER	\$7.99	TREASURER, STATE OF OHIO	\$220.00
SUPPLIES - DECEMBER		4TH QTR CAMP CERTS	
LOCAL PUBLIC HEALTH SRVS	\$8,037.00	TREASURER, STATE OF OHIO	\$84.00
2021 IMM. BILLING		4TH QTR FSO CERTS	
MCCLOSKEY	\$20.13	TREASURER, STATE OF OHIO	\$1,515.00
TRAVEL - DECEMBER		4TH QTR SEWAGE CERTS	
MORITZ	\$80.00	TREASURER, STATE OF OHIO	\$8,109.52
BOARD MTG 01/12/21		4TH QTR VITAL STATS 2020	

TREASURER, STATE OF OHIO	\$1,160.00
4TH QTR WATER CERTS	
TRISTANO	\$130.53
TRAVEL - DECEMBER	
UNITED PARCEL SERVICE	\$39.96
SERVICES FOR 11/20-12/20	
VERIZON WIRELESS	\$388.04
CELL PHONES	
WELLSKY	\$100.00
HHCAPS - 01/21	
WITTMAN	\$23.58
TRAVEL - DECEMBER	