

OTTAWA COUNTY HEALTH DEPARTMENT

January 14, 2020

Present:

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

Health Commissioner: Nancy C. Osborn, RN, MPA

Director of Env. Health: Jerry Bingham, MPH, RS

Director of Nursing: Diane Kokinda, RN, BSN

Administrative Assistant: Julie Wittman

The regular meeting of the Ottawa County District Board of Health was held on January 14, 2020, with President, Greg Deerhake, calling the meeting to order at 5:30 p.m.

The minutes of the December 10, 2019 meeting were presented. Dr. Jackson moved to approve the minutes. Seconded by Mr. Schramm. Motion carried.

2020 PROPOSED
FOOD SERVICE/RFE
FEES RESOLUTION
2020-01
(Third Reading and
Adoption)

Ms. Hymore-Tester moved to conduct the third reading of Resolution 2020-01 by title only. (Attached) Seconded by Dr. Jackson. Roll call vote: Mr. Deerhake-yes, Ms. Hymore-Tester-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Motion carried. Mr. Schramm reported that the District Licensing Council met and unanimously approved the 2020 food fees. Ms. Hymore-Tester moved to approve the third reading of Resolution 2020-01. Seconded by Mr. Overmyer. Roll call vote: Mr. Deerhake-yes, Ms. Hymore-Tester-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Motion carried. Mr. Moritz moved to adopt Resolution 2020-01. Seconded by Mr. Schramm. Roll call vote: Mr. Deerhake-yes, Ms. Hymore-Tester-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Motion carried.

ACTIVITY REPORTS

Ms. Kokinda presented the December 2019 Nursing Activity Report, Fourth Quarter Program Projections, and 2020 Nursing Program Projections.
Mr. Bingham presented the December 2019 Environmental Health Activity Report, Fourth Quarter Program Projections, and 2020 Environmental Health Program Projections.

FISCAL REPORTS

1. HH Accts. Recv.
2. Financial Report
3. Quarterly Financial

Ms. Osborn presented the December 2019 Home Health Accounts Receivable Report.
Ms. Osborn presented the December 2019 Board of Health Financial Report.
Ms. Osborn presented the 2019 Fourth Quarter Financial Report.

WPCLF Year End
Program Report

Mr. Bingham reported on the Water Pollution Control Loan Fund (WPCLF), stating that this program has funded 32 families to date, with systems being placed or repaired in every township of the county (except Put-in-Bay). He added that a total of \$595, 113 has been utilized for this program and that the department will be applying for more WPCLF funds for the next funding year.

2020 PROPOSED OEPA / WPCLF RESOLUTION 2020-02	Mr. Bingham explained that the Ohio Environmental Protection Agency (OEPA) requires the health department to enter into an agreement with them to administer the Water Pollution Control Loan Fund (WPCLF) Program. He stated that \$150,000 will be awarded to be utilized until the end of 2021. Resolution 2020-02 would authorize Ms. Osborn to enter into this contract with OEPA, and also to enter into any and all contracts associated with this program. Ms. Hymore-Tester moved to approve Resolution 2020-02. (Attached) Seconded by Mr. Overmyer. Roll call vote: Mr. Deerhake-yes, Ms. Hymore-Tester-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Motion carried.
PHAB Accreditation Policy Format	Mr. Bingham requested the Board approve a policy for the Ottawa County Health Department, which creates the framework and template for all policies, as a component of the Public Health Accreditation Board (PHAB) Accreditation process. Dr. Jackson moved to approve the PHAB Accreditation Policy Format. Seconded by Mr. Schramm. Motion carried.
PERSONNEL 1. T. Ashton-LOA	Ms. Osborn informed the Board that Teresa Ashton, RN, Public Health Nurse, is planning to request a voluntary disability separation, as she will not be able to return to work prior to the end of her approved Leave of Absence on January 23, 2020.
FMLA	Ms. Osborn explained that the Association of Ohio Health Commissioners announced that the Department of Labor issued an opinion citing that local health departments are separate subdivisions and separate employing units from the county. If the local health department has less than 50 employees, the Family Medical Leave Act (FMLA) does not apply. She added that the Ottawa County Health Department has not participated in FMLA in the past, due to the employee requirement.
2020 MILEAGE REIMBURSEMENT	Ms. Osborn 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 58 to 57.5 cents per mile, effective January 1, 2020.
GRANTS / CONTRACTS 1. 2021 PHEP RFP	Ms. Osborn reported on the following grants and contracts: Requested Board approval to apply to ODH for the 2021 Public Health Emergency Preparedness (PHEP) grant for \$69,781 to provide emergency preparedness and disease investigation (Epidemiologist) for Ottawa County. Mr. Moritz moved to authorize Ms. Osborn to apply for the PHEP grant. Seconded by Mr. Overmyer. Motion carried.
2. OCDF/MSJ Contract Extension	The Ottawa County Sheriff has requested to continue the current contract to provide nursing services and administer medications to the Ottawa County Detention Facility/Misdemeanor Jail inmates for an additional 3 months. The health department has not been notified yet of a request for bids for continued services.
3. 2020 OSS Contract	The 2020 Ottawa Sandusky Seneca (OSS) Program is under a new director. The new contract for a maximum of \$6,000 has not yet been received.

4. 2021 Moms Quit For Two The 2021 Moms Quit for Two Request for Proposal (RFP) has been received from the Ohio Department of Health. The health department has received this grant in the past, however, could not recruit the mothers to quit smoking. This RFP is currently being reviewed for submission.

UPCOMING PROJECTS

Ms. Osborn reported on the following upcoming projects:

1. 2020 EH Fees The 2020 Environmental Health Fee Changes will be presented to the Board at a later date.
2. 2021 Budget The Finance Committee will need to meet to determine the 2021 Health Department Budget.
3. 2019 Medicare HH Cost Report The health department will be looking for a new contractor to complete the 2019 Medicare Cost Report, as the former company's business closed.
4. Lakeshore Drive The Board will be discussing the action that will be taken for those homeowners who have not completed their sanitary sewer connection on Lakeshore Drive.

MEETINGS

Mr. Overmyer moved to approve attendance at the following meetings:

- | | |
|----------|--|
| 01/17/20 | (6) NW Environmental Health Directors – Defiance (Bingham) |
| 01/23/20 | NW PHEP Epi/Planners – Findlay (Capuano) |
| 01/24/20 | NW AOHC – Bowling Green (Osborn) |
| 01/24/20 | NWO PHEP Governance – Bowling Green (Osborn) |
| 01/30/20 | PHEP – POD Essentials – Findlay (Capuano) |

Seconded by Ms. Hymore-Tester. Motion carried.

BILL APPROVALS

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

Next Meeting Date February 11, 2020 at 5:30 p.m.

Being no further business, the meeting was adjourned.

Respectfully Submitted,

Nancy C. Osborn, RN, MPA
Health Commissioner
Secretary

Greg Deerhake
President

RESOLUTION 2020-01

Resolution Establishing Retail Food Establishment/ Food Service Operation License Fees in the Ottawa County General Health District

A resolution amending the fees as they pertain to the Retail Food Establishment/Food Service Operation Program.

Whereas the Ottawa County Board of Health needs fees to conduct the Retail Food Establishment/Food Service Operation Program in order to properly carry out its responsibilities and duties in meeting its obligation to protect the public's health and welfare;

Therefore, under the authority of Section 3709.09 and 3717 of the Ohio Revised Code, be it resolved by the Board of Health of the Ottawa County General Health District that the following fees be adopted.

The cost of a license for a Retail Food Establishment/Food Service Operation as defined in 3717.01 of the Ohio Revised Code shall be any amount determined by the Public Health Council pursuant to Section 3717.25 and 3717.45 of the ORC plus the following fee:

<u>RFE/FSO</u>	<u>Local Fee</u>	<u>RFE/FSO</u>	<u>Local Fee</u>
Level 1<25,000 Sq Ft	\$193.10	Level 1>25,000 Sq Ft	\$265.42
Level 2<25,000 Sq Ft	\$213.65	Level 2>25,000 Sq Ft	\$277.75
Level 3<25,000 Sq Ft	\$380.47	Level 3>25,000 Sq Ft	\$906.42
Level 4<25,000 Sq Ft	\$474.16	Level 4>25,000 Sq Ft	\$959.02
Mobile RFE/FSO			\$109.79
Temporary Retail Food Establishment/Day			\$ 34.96
Temporary Food Service Operation/Day			\$ 34.96
Vending Machine Location			\$ 22.17

This resolution shall take effect and be in force from and after the earliest period allowed by law.

Roll call vote: Mr. Deerhake-yes; Ms. Hymore-Tester-yes; Dr. Jackson-yes; Mr. Schramm-yes; Mr. Overmyer-yes; Mr. Moritz-yes.

ADOPTED BY THE OTTAWA COUNTY BOARD OF HEALTH
THIS 14th DAY OF JANUARY, 2020.

Greg Deerhake, President
Ottawa County Board of Health

Nancy C. Osborn, RN, MPA, Secretary
Ottawa County Board of Health

RESOLUTION 2020-02

A Resolution Authorizing Nancy C. Osborn, Health Commissioner, To Apply For, Accept, and Enter Into A Water Pollution Control Loan Fund Agreement On Behalf of the Ottawa County District Board of Health For the Repair and Replacement of Home Sewage Treatment Systems

Whereas the Ottawa County District Board of Health seeks to repair and/or replace failing home sewage treatment systems; and

Whereas the Ottawa County District Board of Health intends to apply to the Water Pollution Control Loan Fund (WPCLF) for the repair and/or replacement of failing home sewage treatment systems; and

Whereas, the Ohio Water Pollution Control Loan Fund requires the government authority to pass legislation for application of a loan and the execution of a WPCLF assistance agreement;

Therefore, be it resolved by the Ottawa County District Board of Health, Port Clinton, Ohio:

That Nancy C. Osborn, Health Commissioner, is hereby authorized to apply for a WPCLF assistance agreement, sign all documents for and enter into a Water Pollution Control Loan Fund with the Ohio Environmental Protection Agency for the repair and/or replacement of failing home sewage treatment systems on behalf of the Ottawa County District Board of Health, Port Clinton, Ohio.

Furthermore, Nancy C. Osborn, Health Commissioner, is hereby authorized to enter into any and all contracts connected with the WPCLF Program.

This resolution shall take effect and be in force from and after the earliest period allowed by law.

Roll call vote: Mr. Deerhake-yes; Ms. Hymore-Tester-yes; Dr. Jackson-yes; Mr. Schramm-yes, Mr. Overmyer-yes; Mr. Moritz-yes.

ADOPTED BY THE OTTAWA COUNTY BOARD OF HEALTH
THIS 14th DAY OF JANUARY, 2020.

Greg Deerhake, President
Ottawa County Board of Health

Nancy C. Osborn, RN, MPA, Secretary
Ottawa County Board of Health

BILLS PAID

JANUARY 2020

AOHC	\$120.00	MCCLOSKEY	\$117.16
SKILLSOFT TRNG - 2020		TRAVEL - DECEMBER	
BINGHAM	\$263.32	MORITZ	\$80.00
TRAVEL - DECEMBER		BOARD MTG 1/14/20	
BROWN	\$132.82	MT BUSINESS TECHNOLOGIES	\$277.11
TRAVEL - DECEMBER		COPIER SERVICE FOR 12/19	
CAPUANO	\$2.90	NIESE	\$295.80
TRAVEL - DECEMBER		TRAVEL - DECEMBER	
CELLIER	\$53.36	OHIO TELECOM	\$99.95
TRAVEL - DECEMBER		FIBER CONCT 1/15-2/15	
CROWELL	\$82.94	OPTUM360	\$65.37
TRAVEL - DECEMBER		PROCEDURAL CODING	
DANIELS	\$2.32	OSBORN	\$146.74
TRAVEL - DECEMBER		TRAVEL - DECEMBER	
DEERHAKE	\$80.00	OVERMYER	\$80.00
BOARD MTG 1/14/20		BOARD MTG 1/14/20	
ERIE COUNTY GENERAL HEALTH	\$120.00	P.T. SERVICE INC.	\$2,960.00
WATER SAMPLES		PT/OT SRVC FOR 12/19	
FAZZI ASSOCIATES, INC.	\$100.00	PUBLIC ENTITIES POOL OF OHIO	\$4,183.00
HHCAPS - 01/20		PUBLIC ENTITIES POOL INS.	
FOX	\$142.10	RIVERVIEW INDUSTRIES, INC.	\$971.40
TRAVEL - DECEMBER		CUST. SERV FOR 12/19	
FRIENDS OFFICE	\$372.54	RUSH	\$56.84
SUPPLIES - DECEMBER		TRAVEL - DECEMBER	
GLAXOSMITHLKINE	\$230.94	SANDATA TECHNOLOGIES	\$465.24
ENGERIX-B		HOME PRO SERVICES	
GRIFFING FLYING SERVICE, INC.	\$95.00	SANOFI PASTEUR, INC.	\$966.29
FLYING SERVICE		MENACTRA	
HARRIS	\$58.58	SANOFI PASTEUR, INC.	\$74.49
TRAVEL - DECEMBER		TB	
HEIN	\$215.76	SCHRAMM	\$80.00
TRAVEL - DECEMBER		BOARD MTG 1/14/20	
HYMORE-TESTER	\$80.00	SCHRINER	\$125.00
BOARD MTG 1/14/20		SRVCS 1/17/20	
JACKSON	\$80.00	SENECA MEDICAL INC.	\$242.90
BOARD MTG 1/14/20		SUPPLIES FOR DECEMBER	
JEFF KURAS EXCAVATING, LLC	\$32,275.00	SHOPLET.COM	\$71.60
SEWAGE SYSTEM WPCLF		SUPPLIES FOR DECEMBER	
KOKINDA	\$22.04	STERLING PC MAINTENANCE SOLUTIONS	\$530.00
TRAVEL - DECEMBER		COMPUTER CONTRACT	
LOCAL PUBLIC HEALTH SRVS	\$8,037.00	TheraCom LLC	\$782.04
2020 IMM. BILLING		NEXPLANON	
MAGRUDER HOSPITAL	\$45.00	TREASURER OF STATE	\$840.00
HH ON CALL 11/19		MARCS RADIOS	
MAGRUDER HOSPITAL	\$1,817.00	TREASURER, STATE OF OHIO	\$6,706.72
PT/OT SRVC FOR 11/19		4TH QTR VITAL STATS 2019	
MAGRUDER HOSPITAL	\$869.00	UNITED PARCEL SERVICE	\$13.77
PT/OT SRVC FOR 12/19		SERVICES FOR 1/202	

UNITED PARCEL SERVICE	\$42.23
SERVICES FOR 12/19	
VERIZON WIRELESS	\$226.04
CELL PHONES	
WITTMAN	\$30.74
TRAVEL - DECEMBER	