

OTTAWA COUNTY HEALTH DEPARTMENT

June 9, 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 June 9, 2020, with President, Greg Deerhake, calling the meeting to order at 5:30 p.m.

The minutes of the May 12, 2020 meeting were presented. Dr. Jackson moved to approve the minutes. Seconded by Mr. Schramm. Motion carried.

ACTIVITY REPORTS Ms. Kokinda presented the May 2020 Nursing Activity Report.
Mr. Bingham presented the May 2020 Environmental Health Activity Report.

NEWMISTER Mr. Bingham explained that Charlene Newmister has requested a variance from the
SEW. VARIANCE Board of Health, to install a new home sewage treatment system at her residence on Reiman Road in Section 20 of Clay Township, where there is a current ban on all septic systems by the Board's order in May of 1981. He added that the property is over 8 acres in size and that the soil design has been completed by a certified soil scientist. Ms. Hymore-Tester moved to grant the variance to Charlene Newmister to install a home sewage treatment system in Section 20 of Clay Township. Seconded by Mr. Overmyer. Motion carried.

FISCAL REPORTS

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

COVID-19 REPORT

1. SNS Ms. Osborn informed the Board that the health department has received shipments from the Strategic National Stockpile (SNS) of personal protective equipment (PPE) for health care providers. She added that the shipments are given to the Emergency Management Agency (EMA) to fulfill requests from hospitals or doctor's offices and health care facilities.

2. Long-Term Care
Facility Outbreaks

Ms. Osborn explained that 3 Ottawa County long-term care facilities had COVID-19 outbreaks and detailed the difficulties associated with the Genoa Retirement Center's testing and categorizing of COVID cases.

3. Case Invest & Tracing Ms. Osborn stated that a lot of time and energy is currently being spent with case investigation and contact tracing. She explained the periods for isolation and exposure to the Board.

GRANTS /
CONTRACTS

Ms. Osborn reported on the following grants/contracts:

1. CARES ACT

The health department has received \$38,681.98 from the Centers for Medicare and Medicaid Services (CMS) to support Medicare and Medicaid for Corona Virus.

2. RHW
Teleconference

The health department will be receiving funds to develop telehealth from ODH to add to the existing Reproductive Health and Wellness (RHW) Grant.

3. COVID Contact
Tracing

The health department has received a Notice of Award from ODH for \$44,157 to support COVID-19 contact tracing.

4. 2020 MHP

Requested authorization to enter into a contract with the Ohio Department of Commerce to conduct annual Manufactured Home Park inspections for a total of approximately \$8,500. Ms. Hymore-Tester moved to authorize Ms. Osborn to enter into a contract with the Ohio Department of Commerce to conduct Manufactured Home Park Inspections. Seconded by Dr. Jackson. Motion carried.

5. 2020 Erie County
Lab Contract

Requested Board approval to enter into a contract with the Erie County Health Department to provide lab services for analyzing bathing beach samples at \$12.50 per sample. Ms. Hymore-Tester moved to authorize Ms. Osborn to enter into a contract with the Erie County Health Department for lab analysis. Seconded by Mr. Overmyer. Motion carried.

6. 2021 GV

The health department has received a Notice of Award from ODH for \$30,262 for the Get Vaccinated (GV) grant, for the period 7/1/20 to 6/30/21.

PERSONNEL

1. D. Kokinda-Resign

Ms. Osborn informed the Board that Diane Kokinda has resigned her position of Director of Nursing, effective June 30, 2020. Dr. Jackson moved to accept Diane Kokinda's resignation. Seconded by Ms. Hymore-Tester. Motion carried.

WORK SCHEDULES

1. Modified Work Wk

Ms. Osborn explained that a Modified Work Week schedule has begun for 1 Public Health Aide due to the decreased volume of patients/clinics. She added that this schedule may impact the Registered Nurses as well.

2. Accrued Vacation

Ms. Osborn informed the Board that Ms. Wittman has been unable to utilize her accrued vacation due to working extra hours during the COVID Response. She explained that Ms. Wittman will be approximately 85 hours over the allotted 3-year vacation accrual at her anniversary date in July. Dr. Jackson moved to extend the date by which Ms. Wittman must utilize vacation to enable her balance to be below the 3-year accrual limit by November 30, 2020. Seconded by Mr. Overmyer. Motion carried.

MEETINGS

There are no meetings scheduled for June 2020, due to the COVID-19 Pandemic.

BILL APPROVALS

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

RETIREMENT FUNDS Mr. Overmyer moved to authorize a cap of \$200.00 to be paid toward the retirement party expenses for Ms. Osborn's retirement on June 30, 2020. Seconded by Mr. Schramm. Motion carried.

Next Meeting Date July 14, 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

BILLS PAID

JUNE
2020

ANDA , INC.	\$49.05	NIESE	\$386.40
DEPOPROVERA		TRAVEL - MAY	
BINGHAM	\$46.00	OHIO DIVISION OF REAL ESTATE	\$10.00
TRAVEL - MAY		BURIAL PERMIT	
BROWN	\$203.55	OHIO TELECOM	\$99.95
TRAVEL - MAY		FIBER CONCT 6/15-7/15/20	
CENTER FOR DISEASE DETECTION, LLC	\$25.00	OSBORN	\$4.60
FP LAB FEES		TRAVEL - MAY	
DEERHAKE	\$80.00	OTTAWA COUNTY COMMISSIONERS	\$16,024.24
BOARD MTG 6/9/20		1ST & 2ND QTR RENT	
ERIE COUNTY GENERAL HEALTH	\$84.00	OTTAWA COUNTY COMMISSIONERS	\$80.86
WATER SAMPLES		HR CONTRACT	
FOX	\$12.08	OVERMYER	\$80.00
TRAVEL - MAY		BOARD MTG 6/9/20	
FRIENDS OFFICE	\$21.18	P.T. SERVICE INC.	\$2,096.00
SUPPLIES - MAY		PT/OT SRVC FOR 05/20	
GLAXOSMITHLKINE	\$711.78	PITNEY BOWES	\$105.00
KINRIX/HAVRIX		POSTAGE MACH LEASE 6/20	
HARRIS	\$6.90	POSTMASTER	\$2,400.00
TRAVEL - MAY		REFILL POSTAGE METER	
HEIN	\$181.13	RIVERVIEW INDUSTRIES, INC.	\$971.40
TRAVEL - MAY		CUST. SERV FOR 05/20	
HYMORE-TESTER	\$80.00	RUSH	\$35.00
BOARD MTG 6/9/20		FRINGE BENEFITS	
JACKSON	\$80.00	RUSH	\$286.93
BOARD MTG 6/9/20		TRAVEL - MAY	
MAGRUDER HOSPITAL	\$3,950.00	SANDATA TECHNOLOGIES	\$930.48
PT/OT SRVC FOR 04/20		HOME PRO SERVICES	
MAGRUDER HOSPITAL	\$45.00	SANOFI PASTEUR, INC.	\$1,997.45
HH ON CALL 04/20		MENACTRA	
MAGRUDER HOSPITAL	\$237.00	SANOFI PASTEUR, INC.	\$2,305.07
PT/OT SRVC FOR 03/20		PREVNAR 13	
MCCLOSKEY	\$35.00	SANOFI PASTEUR, INC.	\$74.49
FRINGE BENEFITS		TUBERSOL	
MENDOZA	\$18.98	SCHRAMM	\$80.00
TRAVEL - MAY		BOARD MTG 6/9/20	
MERCK	\$2,101.75	SENECA MEDICAL INC.	\$224.05
MMR / VARIVAX		SUPPLIES FOR MAY	
MORITZ	\$80.00	SHOPLET.COM	\$43.20
BOARD MTG 6/9/20		SUPPLIES FOR APRIL	
MT BUSINESS TECHNOLOGIES	\$337.24	SHOPLET.COM	\$541.78
COPIER SERVICE FOR 02/20		SUPPLIES FOR MAY	
MT BUSINESS TECHNOLOGIES	\$274.54	STAPLES	\$503.98
COPIER SERVICE FOR 03/20		SUPPLIES - APRIL MAY	
MT BUSINESS TECHNOLOGIES	\$182.54	STERLING PC MAINTENANCE SOLUTIONS	\$530.00
COPIER SERVICE FOR 04/20		COMPUTER CONTRACT	
MT BUSINESS TECHNOLOGIES	\$149.38	VERIZON WIRELESS	\$223.75
COPIER SERVICE FOR 05/20		CELL PHONES	

WELDY	\$75.00
SEWAGE VARIANCE REFUND	
WELLSKY	\$100.00
HHCAPS - 05/20	
WITTMAN	\$12.65
TRAVEL - MAY	
WOOD COUNTY HEALTH DEPT.	\$162.70
GV-ADMIN SERVICES	