



OTTAWA COUNTY HEALTH DEPARTMENT

June 8, 2021

Present:

Board Members: Debbie Hymore-Tester, Greg Deerhake, Steven Jackson, DO, 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 on June 8, 2021, with President, Debbie Hymore-Tester calling the meeting to order at 5:30 p.m.

The minutes of the May 11, 2021 meeting were presented. Mr. Schramm moved to approve the minutes. Seconded by Dr. Jackson. Motion carried.

HEALTH COMM.
REPORT

Mr. Bingham presented the Health Commissioner's Report to the Board. He updated the Board on the trending of COVID cases, which continues to decline, and detailed the various clinics that have been held since the last meeting.

Mr. Bingham explained that a potential cancer cluster was researched in the Williston Curtice area, with no correlation being found between the cancers that were reported.

Mr. Bingham informed the Board that he and his administrative team have been reviewing/updating the Personnel Policy Manual and added that this will be coming to the Board for approval when all changes and updates have been thoroughly researched and completed.

Mr. Bingham stated that the Clerical Specialist position has been posted, with approximately 7 applications received and interviews beginning soon.

Mr. Bingham updated the Board on the record retention currently being completed, stating that the storage unit has been cleaned out and the contract cancelled, miscellaneous equipment is posted on Gov.deals, and documents are being destroyed, per the approved record retention schedule.

Mr. Bingham showed the Board the 2020 Economic Partner of the Year Award, which was received by the health department, and explained that the department has also been nominated for the Port Clinton Chamber of Commerce's 2020 Lighthouse Award for outstanding contribution in our field. Mr. Bingham would like to attend the

dinner, in behalf of the health department, explaining that there is a \$40.00 fee. The Board agreed that he should attend the recognition dinner.

Mr. Bingham informed the Board that Katie Crowell, Director of Nursing, participated in a COVID town hall panel hosted by the University of Toledo representing the Ottawa County Health Department on May 25, 2021.

PUBLIC COMMENT No public in attendance.

DIVISION REPORTS

1. Nursing

Ms. Crowell stated that the Nursing Division has resumed 60 Plus Clinics throughout the county, and continues to conduct COVID Clinics and homebound vaccinations as well. She informed the Board that she applied for the Narcan (Integrated Naloxone) Grant, however, a Notice of Award has not yet been received. Ms. Crowell announced that the Home Health hearing judge has ruled in the health department's favor for payment of the appealed patient bill.

2. Env Health

Ms. Brown reported that bathing beach monitoring sampling has begun for this summer for the same 7 beaches that are conducted yearly. She explained the mosquito grant program to the Board, which the department is conducting for the first time this year, and added that the Environmental Health Division is very busy with inspections throughout all programs. Ms. Brown reported that approximately 83% of the Water Pollution Control Loan Fund (WPCLF) funds have been spoken for at this time.

3. Health Ed/Accred

Mr. Niese updated the Board on the record retention progress, stating that approximately 275-300 boxes have been shredded to date. He added that the new website is up and that the goal is for more information to be available to the public on-line.

FISCAL REPORTS

1. HH Accts. Recv.

Ms. Baumgartner presented the May 2021 Home Health Accounts Receivable Report.

2. Financial Report

Ms. Baumgartner presented the May 2021 Board of Health Financial Report.

MEETINGS

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

BILL APPROVALS

Mr. Deerhake moved to pay the bills. (Attached) Seconded by Dr. Jackson. Motion carried.

EXECUTIVE SESSION

Dr. Jackson moved to enter into Executive Session for personnel matters to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Seconded by Mr. Schramm. Roll call vote: Ms. Hymore-Tester-yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Moritz-yes. Motion carried.

Mr. Deerhake moved to enter into open session. Seconded by Dr. Jackson. Motion carried.

Discussion was held regarding the Health Commissioner's contract renewal.

Dr. Jackson moved to re-enter into Executive Session for personnel matters to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Seconded by Mr. Schramm. Roll call vote: Ms. Hymore-Tester-yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Moritz-yes. Motion carried.

Mr. Deerhake moved to enter back into open session. Seconded by Dr. Jackson. Motion carried.

Mr. Deerhake moved to approve the new contract for Gerald W. Bingham, Jr., Health Commissioner, for a 3-year term beginning July 1, 2021, at \$88,192.00 per year. Seconded by Dr. Jackson. Motion carried.

Next Meeting Date July 13, 2021 at 5:30 p.m.

Being no further business, the meeting was adjourned.

Respectfully Submitted,

Gerald W. Bingham, MPH, RS
Health Commissioner
Secretary

Debbie Hymore-Tester
President

BILLS PAID

JUNE
2021

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| ALLSHRED SERVICES | \$425.70 | GLAXOSMITHLKINE | \$1,453.90 |
| SHREDDING | | ROTARIX, HAVRIX | |
| AMAZON CAPITAL SERVICES, INC. | \$3,188.00 | HAMMER | \$200.00 |
| SUPPLIES FOR MAY/JUNE | | WPCLF EPA REFUND | |
| ANDERSON | \$132.75 | HEIN | \$170.80 |
| FOOD SERVICE REFUND | | TRAVEL - MAY | |
| B-C-S LOCAL SCHOOL | \$390.00 | HYMORE-TESTER | \$80.00 |
| CUSTOD FEE-COVID CLINIC | | BOARD MTG 06/08/21 | |
| BINGHAM | \$72.24 | JACKSON | \$80.00 |
| TRAVEL - MAY | | BOARD MTG 06/08/21 | |
| BROWN | \$226.80 | MILLER BOAT LINE | \$450.00 |
| TRAVEL - MAY | | FERRY TICKETS | |
| CAPUANO | \$8.40 | MORITZ | \$80.00 |
| TRAVEL - MAY | | BOARD MTG 06/08/21 | |
| CDW-G GOVERNMENT, INC | \$233.06 | MORSE | \$200.00 |
| LASERJET PRINTER | | WPCLF EPA REFUND | |
| CENTER FOR DISEASE DETECTION, | \$12.50 | OHIO DIVISION OF REAL ESTATE | \$10.00 |
| FP LAB FEES | | BURIAL PERMIT | |
| CHEMICAL SERVICE & SUPPLIES | \$146.35 | OVERMYER | \$76.72 |
| SUPPLIES - MAY | | TRAVEL - MAY | |
| CLARKE MOSQUITO CONTROL | \$2,730.00 | PERRY PROTECH | \$72.95 |
| SUPPLIES | | COPIER SERVICE FOR 07/21 | |
| ComDoc | \$23.86 | PERRY PROTECH | \$33.48 |
| COPIER SERVICE 05/21-06/2 | | OVERAGE FOR 05/21 | |
| CONCORDANCE HEALTHCARE | \$63.70 | PERS | \$8,509.36 |
| SUPPLIES FOR MAY | | PERS PAYMENT JUNE | |
| CROWELL | \$57.68 | PORT CLINTON AREA CHAMBER OF | \$40.00 |
| TRAVEL - MAY | | LIGHTHOUSE AWARD BANQUET | |
| DEERHAKE | \$80.00 | RIVERVIEW INDUSTRIES, INC. | \$2,062.87 |
| BOARD MTG 06/08/21 | | CUST. SERV FOR APR & MAY | |
| ERIE COUNTY GENERAL HEALTH | \$252.00 | RUSH | \$165.20 |
| WATER SAMPLES - APRIL | | TRAVEL - MAY | |
| ESOLUTIONS, INC. | \$95.00 | SANDATA TECHNOLOGIES | \$465.24 |
| HH FILE TRANSFER SERVICES | | HOME PRO SERVICES-JUNE | |
| FACER | \$301.84 | SANOFI PASTEUR, INC. | \$4,047.84 |
| TRAVEL - MAY | | PENTACEL/MENACTRA | |
| FIRELANDS REGIONAL MEDICAL | \$45.00 | SANOFI PASTEUR, INC. | \$2,447.30 |
| DRG SCRIN-OVERMYER | | PREVNAR | |
| FOX | \$55.00 | SANOFI PASTEUR, INC. | \$156.44 |
| OBB CERTIFICATION | | TB | |
| FOX | \$81.20 | SCHRAMM | \$80.00 |
| TRAVEL - MAY | | BOARD MTG 06/08/21 | |
| FP MAILING SOLUTIONS | \$192.00 | SCHRINER | \$150.00 |
| POSTAGE MACH LEASE 06/21 | | SRVCS 6/4/21 | |
| FRIENDS OFFICE | \$3.78 | SEGAARD | \$11.20 |
| SUPPLIES - MAY | | TRAVEL - MAY | |
| GIANT MICROBES, INC. | \$1,983.00 | SHOPLET.COM | \$180.56 |
| SUPPLIES | | SUPPLIES FOR JUNE | |

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| SHOPLET.COM | \$120.18 |
| SUPPLIES FOR MAY | |
| TREASURER OF STATE | \$210.00 |
| MARCS RADIOS | |
| TRISTANO | \$330.96 |
| TRAVEL - MAY | |
| UNITED PARCEL SERVICE | \$46.99 |
| SERVICES FOR 05/21 | |
| VERIZON WIRELESS | \$391.37 |
| CELL PHONES | |
| WADE | \$36.96 |
| TRAVEL - MAY | |
| WAL-MART | \$33.96 |
| SUPPLIES - APRIL | |
| WITTMAN | \$20.16 |
| TRAVEL - MAY | |