



OTTAWA COUNTY HEALTH DEPARTMENT

December 14, 2021

Present:

Board Members: Debbie Hymore-Tester, Greg Deerhake, 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 Nursing: Katie Crowell, RN, MPH

Business Manager: Debra Baumgartner

Administrative Assistant: Julie Wittman

Guests: See Attached

The regular meeting of the Ottawa County District Board of Health was held on December 14, 2021, with President, Debbie Hymore-Tester calling the meeting to order at 5:30 p.m.

The minutes of the November 9, 2021 meeting were presented. Dr. Jackson moved to approve the minutes. Seconded by Mr. Overmyer. Motion carried.

2022 PROPOSED
FOOD SERVICE/RFE
FEES PUBLIC
HEARING

Mr. Deerhake moved to open the Public Hearing for the proposed Food Service/RFE Program Fees. Seconded by Dr. Jackson. Roll call vote: Ms. Hymore-Tester-yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Motion carried. There was no public in attendance. Dr. Jackson moved to close the Public Hearing for the Food Service/Retail Food Establishment Program Fees. Seconded by Mr. Deerhake. Roll call vote: Ms. Hymore-Tester-yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Motion carried.

2022 PROPOSED
FOOD SERVICE/RFE
FEES RESOLUTION
2022-01
(Second Reading)

Mr. Overmyer moved to conduct the second reading of Resolution 2022-01 by title only. (Attached) Seconded by Dr. Jackson. Roll call vote: Ms. Hymore-Tester-yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Mr. Overmyer moved to approve the second reading. Seconded by Mr. Deerhake. Roll call vote: Ms. Hymore-Tester-yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Motion carried.

PRESENTATION –
BOARD CEUs
ROLE OF NURSING
IN PUBLIC HEALTH

Linda Fox presented an overview of the role of nursing in public health to the Board, explaining the programs the health department offers and how the nurses play a part in them. The Board earned 30 minutes of CEUs from this presentation. (Mr. Schramm entered the meeting during the presentation.)

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 shows the number of cases rising slowly, with the median age at approximately 41. Mr. Bingham stressed

that vaccination is working and very effective. Vaccinations are not meant to keep people from getting COVID, but to keep them out of hospitals and keep them alive.

Mr. Bingham reported that the health department has distributed 7,600 COVID at-home test kits, with 4,600 of those distributed in the last 3 months. The tests we receive are currently transitioning from proctored tests to self-reported tests. Some discussion was held regarding the effectiveness of a social media/news campaign to endorse the need for COVID vaccinations and encourage those who are not fully vaccinated to get their vaccine.

Mr. Bingham stated that the staff is continuing to perform well and that he is very proud of the department here.

PUBLIC COMMENT DJ Mears from the Wood County Board of Health was in attendance at the meeting and stated that he was looking at the success of Ottawa County and wanted to see what was happening here that is different than at his health department and would lead to their success as well. Mr. Mears pointed out that Ottawa County is utilizing volunteers not contracts for COVID vaccination clinics, which is making a difference, along with the relationships with constituents.

PERS. POLICIES ADDITIONS
1. Credit Card/
Public Recd Req
2. Credit Card
Mr. Bingham explained that with the recent state audit, it was recommended that policies for a credit card and public records requests be added to the Personnel Policy Manual. Dr. Jackson moved to add the Credit Card and the Public Record Request Policies to the new Personnel Policy Manual, effective January 1, 2022. Seconded by Mr. Overmyer. Motion carried.

CREDIT CARD APPLICATION
Mr. Bingham informed the Board that the health department currently holds small business credit cards (i.e. Walmart, Kroger), but no general credit card, as we have been utilizing the County Commissioners' card. He added that best practice would be to have a health department credit card, with a max of \$5,000 credit. Mr. Schramm moved to approve the Credit Card Policy and authorize Mr. Bingham to obtain a health department credit card, with a maximum purchase amount of \$5,000. Seconded by Mr. Deerhake. Motion carried.

MHR SB CONTRACT
Mr. Bingham stated that the Director of the Mental Health and Recovery Services Board (MHR SB) of Erie, Ottawa, Sandusky, and Wyandot Counties contacted the health department to offer a contract to spearhead an Ottawa County prevention services coalition. The contract would be for \$75,000 and cover costs through the end of June, when a new contract would be put into place with their new fiscal year. Ms. Crowell explained that currently prevention is handled by several different entities, but without a uniformed mission. She added that services will not be taken from any place currently offering them, but the health department will be a resource center for everyone and will take over the Drug Free Collaborative. Dr. Jackson authorized Mr. Bingham to enter into a contract with the Mental Health and Recovery Services Board of Erie, Ottawa, Sandusky, and Wyandot Counties for spearheading a prevention coalition. Seconded by Mr. Overmyer. Motion carried.

PERSONNEL

1. S. Crowell-Hire Mr. Bingham stated that Shelby Crowell has been selected to fill the vacant Clerical Specialist position, effective December 9, 2021. Mr. Deerhake moved to hire Shelby Crowell as a Clerical Specialist. Seconded by Mr. Schramm. Motion carried.
2. Public Health Asst
Position Description Mr. Bingham presented an updated position description for a Public Health Assistant, formerly Home Health Aide. Dr. Jackson moved to approve the position description for Public Health Assistant. Seconded by Mr. Overmyer. Motion carried.
3. Registered Dietitian
Position Description Mr. Bingham presented an updated position description for a Registered Dietician, which is a requirement for the WIC Program Director. Ms. Crowell is currently serving in this capacity. Mr. Deerhake moved to approve the position description for Registered Dietitian. Seconded by Mr. Schramm. Motion carried.
4. Nurse Practitioner
Position Description Mr. Bingham presented an updated position description for a Nurse Practitioner, which would allow us to offer expanded hours and better Reproductive Health and Wellness services. Dr. Jackson moved to approve the position description for Nurse Practitioner. Seconded by Mr. Schramm. Motion carried.
5. Organizational Chart Mr. Bingham presented an updated organizational chart showing the approved changes and positions that have been filled. Mr. Schramm moved to approve the Organizational Chart. Seconded by Dr. Jackson. Motion carried.

DIVISION REPORTS

1. Nursing Ms. Crowell reported that policies and procedures have been updated in the Nursing Division and new equipment in exam rooms will be coming. She stated that electronic charting has been going well, along with billing through EClinical Works (ECW). Ms. Crowell will be obtaining quotes from security companies for vaccine refrigerator/freezer monitoring.
2. Env Health Ms. Brown informed the Board that a Sewage Contractor Meeting will be held and will help the sewage installers with their yearly continuing education hours they need. She is continuing to contact owners in Henry Buhrow's Place regarding their current sewage systems, however, she will still need to dye test some systems.
3. Health Ed/Accred Mr. Niese reported that the new Health Educator has started and is transitioning into website updating and helping with an increased social media presence for COVID, as well as other topics. He presented a graph showing 12.82% progress toward PHAB accreditation, which is the amount of information uploaded into the online system. There are many activities completed, however, the paperwork and information has not yet been uploaded.

FINANCIAL REPORT Ms. Baumgartner presented the November 2021 Board of Health Financial Report.

2021 AMENDED
CERTIFICATE Ms. Baumgartner recommended the Board approve the 2021 Amended Certificate. (Attached) Mr. Overmyer moved to approve the Amended Certificate as presented. Seconded by Mr. Schramm. Motion carried.

2021 ADDITIONAL
APPROPRIATIONS Ms. Baumgartner recommended the Board approve the 2021 Additional Appropriations. (Attached) Dr. Jackson moved to approve the Additional Appropriations as presented. Seconded by Mr. Schramm. Motion carried.

2021 FUND
TRANSFERS

Ms. Baumgartner recommended the Board approve the 2021 Fund Transfers. (Attached) Mr. Overmyer moved to approve the Fund Transfers as presented. Seconded by Mr. Moritz. Motion carried.

MEETINGS

No Meetings Scheduled for December, 2021

BILL APPROVALS

Mr. Overmyer moved to pay the bills. (Attached) Seconded by Mr. Moritz. Motion carried.

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. Overmyer-yes, Mr. Moritz-yes. Motion carried.

Mr. Overmyer moved to enter into open session. Seconded by Mr. Schramm. Motion carried.

2022 HEALTH COMM
WAGE INCREASE

Mr. Deerhake moved to void the existing 3-year contract for the Health Commissioner and approve a new 1 year contract, effective January 1, 2022, which includes a 3% increase in salary (\$90,833.60/\$43.67 per hour) and an annual performance review starting in November 2022. Seconded by Mr. Schramm. Motion carried.

Next Meeting Date January 11, 2022 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
Board President



RESOLUTION 2022-01

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	\$ 93.66	Level 1>25,000 Sq Ft	\$128.75
Level 2<25,000 Sq Ft	\$103.63	Level 2>25,000 Sq Ft	\$134.73
Level 3<25,000 Sq Ft	\$184.56	Level 3>25,000 Sq Ft	\$439.73
Level 4<25,000 Sq Ft	\$230.02	Level 4>25,000 Sq Ft	\$465.25
Mobile RFE/FSO			\$56.07
Temporary Retail Food Establishment/Day			\$42.88
Temporary Food Service Operation/Day			\$42.88
Vending Machine Location			- 0 -

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

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

ADOPTED BY THE OTTAWA COUNTY BOARD OF HEALTH
THIS 11th DAY OF JANUARY, 2022.

Debra Hymore-Tester, President
Ottawa County Board of Health

Gerald W. Bingham, Jr, MPH, RS, Secretary
Ottawa County Board of Health

**OTTAWA COUNTY HEALTH DEPARTMENT
2021 INCREASE AMENDED CERTIFICATE
ADDITIONAL MONIES RECEIVED
December 14, 2021**

FUND:		AMOUNT
040 Public Health Nurse	\$	10,000.00
117 Sewer	\$	81,000.00
119 PHEP (PHI)	\$	292,000.00

**OTTAWA COUNTY HEALTH DEPARTMENT
2021 ADDITIONAL APPROPRIATIONS
December 14, 2021**

FUND:	LINE ITEM:	AMOUNT
004 Board of Health	004.0044.534700 Transfers Out	\$ 61,000.00
040 Public Health Nurse	040.0084.530900 Transfers Out	\$ 36,100.00
045 Water Wells	045.0085.531500 Transfers Out	\$ 2,610.00
050 EPSDT	050.0087.531300 Transfers Out	\$ 1,440.00
117 Sewer	117.0105.530900 Transfers Out	\$ 108,000.00
119 PHEP (PHI)	119.0107.531200 Transfers Out	\$ 325,000.00
157 Salary Reserve	157.0110.534700 Transfers Out	\$ 2,150.00

**OTTAWA COUNTY HEALTH DEPARTMENT
2021 YEAR END FUND TRANSFER
December 14, 2021**

FROM FUND:	TO FUND:	AMOUNT
036.0081.530800 Food Service	004.1001.401300 Board of Health	\$ 56,022.39
040.0084.530900 Public Health Nursing	004.1001.401300 Board of Health	\$ 131,085.81
043.0281.530100 Family Planning	004.1001.401300 Board of Health	\$ 20,963.53
045.0085.531500 Private Water	004.1001.401300 Board of Health	\$ 10,602.74
046.0048.530100 Community Health	004.1001.401300 Board of Health	\$ 15.51
050.0087.531300 EPSDT	004.1001.401300 Board of Health	\$ 3,148.11
061.0092.530800 MHPs	004.1001.401300 Board of Health	\$ 2,892.50
063.0139.530900 Home Health	004.1001.401300 Board of Health	\$ 7,844.58
064.0094.531200 WIC	004.1001.401300 Board of Health	\$ 54,194.51
076.0142.530200 Pools	004.1001.401300 Board of Health	\$ 14,185.02
090.0239.530100 Get Vaccinated	004.1001.401300 Board of Health	\$ 7,345.17
091.0116.530800 Camps	004.1001.401300 Board of Health	\$ 11,162.81
115.0137.530100 Solid Waste	004.1001.401300 Board of Health	\$ 1,813.20
116.0104.531200 CFHSP	004.1001.401300 Board of Health	\$ 397.20
117.0105.530900 Sewage	004.1001.401300 Board of Health	\$ 365,472.24
119.0107.531200 PHI/PHEP	004.1001.401300 Board of Health	\$ 361,496.67
		\$ 1,048,641.99

**OTTAWA COUNTY HEALTH DEPARTMENT
2021 YEAR END FUND TRANSFER GENERAL TRANSFER
December 14, 2021**

FROM FUND:		TO FUND:		AMOUNT	
156.0109.534700	Capital Equipment	004.1001.401300	Board of Health	\$	7,225.26
157.0110.534700	Salary Reserve	004.1001.401300	Board of Health	\$	<u>8,777.17</u>
				\$	<u><u>16,002.43</u></u>

**OTTAWA COUNTY HEALTH DEPARTMENT
2021 YEAR END SALARY RESERVE FUND TRANSFERS
December 14, 2021**

FROM FUND:	TO FUND:	AMOUNT
036.0081.530800 Food Service	157.1006.400100 Salary Reserve	\$ 2,115.38
040.0084.530900 Public Health Nursing	157.1006.400100 Salary Reserve	\$ 2,648.78
043.0281.530100 Family Planning	157.1006.400100 Salary Reserve	\$ 585.50
045.0085.531500 Private Water	157.1006.400100 Salary Reserve	\$ 354.55
046.0048.530100 Community Health	157.1006.400100 Salary Reserve	\$ 0.59
050.0087.531300 EPSDT	157.1006.400100 Salary Reserve	\$ 125.43
061.0092.530800 MHPs	157.1006.400100 Salary Reserve	\$ 108.75
063.0139.530900 Home Health	157.1006.400100 Salary Reserve	\$ 87.42
064.0094.531200 WIC	157.1006.400100 Salary Reserve	\$ 2,052.24
076.0142.530200 Pools	157.1006.400100 Salary Reserve	\$ 552.97
090.0239.530100 Get Vaccinated	157.1006.400100 Salary Reserve	\$ 301.27
091.0116.530800 Camps	157.1006.400100 Salary Reserve	\$ 407.33
115.0137.530100 Solid Waste	157.1006.400100 Salary Reserve	\$ 64.93
116.0104.531200 CFHSP	157.1006.400100 Salary Reserve	\$ 16.06
117.0105.530900 Sewage	157.1006.400100 Salary Reserve	\$ 2,466.16
119.0107.531200 PHI/PHEP	157.1006.400100 Salary Reserve	\$ 13,112.64
		<u>\$ 25,000.00</u>

**OTTAWA COUNTY HEALTH DEPARTMENT
2021 YEAR END CAPITAL RESERVE FUND TRANSFERS
December 14, 2021**

FROM FUND:	TO FUND:	AMOUNT
036.0081.530800 Food Service	156.1006.400100 Capital Reserve	\$ 2,115.38
040.0084.530900 Public Health Nursing	156.1006.400100 Capital Reserve	\$ 2,648.78
043.0281.530100 Family Planning	156.1006.400100 Capital Reserve	\$ 585.50
045.0085.531500 Private Water	156.1006.400100 Capital Reserve	\$ 354.55
046.0048.530100 Community Health	156.1006.400100 Capital Reserve	\$ 0.59
050.0087.531300 EPSDT	156.1006.400100 Capital Reserve	\$ 125.43
061.0092.530800 MHPs	156.1006.400100 Capital Reserve	\$ 108.75
063.0139.530900 Home Health	156.1006.400100 Capital Reserve	\$ 87.42
064.0094.531200 WIC	156.1006.400100 Capital Reserve	\$ 2,052.24
076.0142.530200 Pools	156.1006.400100 Capital Reserve	\$ 552.97
090.0239.530100 Get Vaccinated	156.1006.400100 Capital Reserve	\$ 301.27
091.0116.530800 Camps	156.1006.400100 Capital Reserve	\$ 407.33
115.0137.530100 Solid Waste	156.1006.400100 Capital Reserve	\$ 64.93
116.0104.531200 CFHSP	156.1006.400100 Capital Reserve	\$ 16.06
117.0105.530900 Sewage	156.1006.400100 Capital Reserve	\$ 2,466.16
119.0107.531200 PHI/PHEP	156.1006.400100 Capital Reserve	\$ 13,112.64
		<u>\$ 25,000.00</u>

**OTTAWA COUNTY HEALTH DEPARTMENT
2021 YEAR END SALARY RESERVE CHARGES FUND TRANSFERS
December 14, 2021**

	FROM FUND:	TO FUND:	AMOUNT
157.0110.534700	Salary Reserve	004.1001.401300 Board of Health	\$ 3,372.00

**OTTAWA COUNTY HEALTH DEPARTMENT
2021 YEAR END DEFICIENT FUND TRANSFERS
December 14, 2021**

FROM FUND:		TO FUND:		AMOUNT	
004.0044.534700	Board of Health	040.1001.401100	Public Health Nursing	\$	80,000.00
004.0044.534700	Board of Health	050.1001.400500	EPSDT	\$	<u>1,000.00</u>
				\$	<u><u>81,000.00</u></u>

BILLS PAID

DECEMBER

2021

AETNA	\$693.33	MCCLOSKEY	\$2.24
HH OVERPAYMENT REFUND		TRAVEL - NOVEMBER	
ALLSHRED SERVICES	\$82.80	MILLER BOAT LINE	\$16.00
SHREDDING		FERRY TICKETS	
AMAZON CAPITAL SERVICES, INC.	\$465.23	MORITZ	\$80.00
EQUIP FOR NOVEMBER		BOARD MTG 12/14/21	
AMAZON CAPITAL SERVICES, INC.	\$1,471.49	OHIO DIVISION OF REAL ESTATE	\$5.00
SUPPLIES FOR NOVEMBER		BURIAL PERMIT	
BIHN	\$4.48	OVERMYER	\$80.00
TRAVEL - NOVEMBER		BOARD MTG 12/14/21	
BINGHAM	\$79.52	RIVERVIEW INDUSTRIES, INC.	\$717.52
TRAVEL - NOVEMBER		CUST. SERV FOR 11/21	
BROWN	\$171.92	RUSH	\$94.64
TRAVEL - NOVEMBER		TRAVEL - NOVEMBER	
CAPITAL ONE - WALMART	\$17.88	SANDATA TECHNOLOGIES	\$125.00
SUPPLIES - NOVEMBER		HOME PRO SERVICES-DEC	
CDW-G GOVERNMENT, INC	\$786.64	SCHRAMM	\$80.00
COMPUTER EQUIPMENT		BOARD MTG 12/14/21	
CDW-G GOVERNMENT, INC	\$1,190.79	TREASURER OF STATE	\$210.00
WINDOWS 11 PRO		MARCS RADIOS	
CELLIER	\$6.16	VELIZ	\$3.36
TRAVEL - NOVEMBER		TRAVEL - NOVEMBER	
CENTER FOR DISEASE DETECTION,	\$25.00	VERIZON WIRELESS	\$388.21
FP LAB FEES - NOV		CELL PHONES	
CONCORDANCE HEALTHCARE	\$377.52	WITTMAN	\$33.60
SUPPLIES FOR NOVEMBER		TRAVEL - NOVEMBER	
CROWELL	\$86.24		
TRAVEL - NOVEMBER			
DANIELS	\$8.96		
TRAVEL - NOVEMBER			
DEERHAKE	\$80.00		
BOARD MTG 12/14/21			
ERIE COUNTY GENERAL HEALTH	\$189.00		
WATER SAMPLES - NOV			
ESOLUTIONS, INC.	\$389.52		
HH FILE TRANSFER SERVICES			
FACER	\$418.32		
TRAVEL - NOVEMBER			
FIRELANDS REGIONAL MEDICAL	\$45.00		
DRG SCRNB-IHN			
FOX	\$82.88		
TRAVEL - NOVEMBER			
HEIN	\$118.16		
TRAVEL - NOVEMBER			
HYMORE-TESTER	\$80.00		
BOARD MTG 12/14/21			
JACKSON	\$80.00		
BOARD MTG 12/14/21			