



OTTAWA COUNTY HEALTH DEPARTMENT

May 10, 2022

Present:

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

Health Commissioner: Jerry Bingham, MPH, REHS

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

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

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 May 10, 2022, with President, Debbie Hymore-Tester, calling the meeting to order at 5:30 p.m.

The minutes of the April 12, 2022 meeting were presented. Mr. Deerhake moved to approve the minutes. Seconded by Dr. Jackson. Motion carried.

BERENS SEWAGE  
VARIANCE

Ms. Brown explained that Mark Berens has requested a variance from the Board of Health, for his property at 389 W. Shore Blvd., Put-in-Bay, as the home sewage treatment system when installed, will not meet the distance requirements from the lake, due to his lot size. Dr. Jackson moved to grant the variance to Mark Berens. Seconded by Mr. Deerhake. Motion carried.

COOPER WATER  
VARIANCE

Ms. Brown explained that Phillip Cooper has requested a variance from the Board of Health, for his property at 1939 Put-in-Bay Rd., Put-in-Bay, as he is replacing his house in the same location and the private water system will not meet the distance requirements from the house, due to his lot size. Dr. Jackson moved to grant the variance to Phillip Cooper, with the stipulations that he obtain an alteration permit and safe water sample for the water system. Seconded by Mr. Schramm. Motion carried.

HEALTH COMM.  
REPORT

Mr. Bingham presented the following Health Commissioner's Report to the Board: He distributed a copy of the county health rankings, which measures where Ottawa County falls within the state for categories such as life longevity, access to health care, etc. He pointed out the trend analysis comparing the last 5 years, stating that Ottawa County improved from 2021 to 2022 and explained that these categories are very similar to the ones utilized for the Community Health Assessment, which makes this another helpful tool in developing the strategic priorities for our county.

A hearing was held today regarding House Bill 463, the bill that proposes placing health departments under county commissioners' control and eliminating the District Advisory Council. He does not know the results of the hearing yet; however, as he learns more, he will keep the Board informed.

Attended financial training put on by the Association of Ohio Health Commissioners, a 3-day training called "Health Commissioner University" started virtually today, which was not held the last year due to COVID, and the Public Health Combined Conference will be held in a few weeks.

Interviews have been completed for the Clerical Specialist and Administrative Assistant positions.

Reminded the Board that the health department's Open House will be held Wednesday, May 18, 2022 from 5:00-7:00 p.m.

PUBLIC COMMENT No public in attendance.

#### DIVISION REPORTS

##### 1. Nursing

Ms. Crowell explained that she and Dianne Mortensen, from Ottawa County Senior Resources, have been working together to increase attendance at the 60 Plus Clinics throughout the county. They have changed some locations and times to better fit the needs of the seniors in all areas. Ms. Crowell discussed plans for the health department's Open House and encouraged everyone to attend if possible.

##### 2. Env Health

Ms. Brown updated the Board on Willow Bend Campground, stating the Prosecuting Attorney is in the process of writing an order to close the park until they meet their licensing requirements. She added that they have been operating without a license and have chosen to not make required corrections within the park, nor did they have their final inspection through ODH for their park expansion.

##### 3. Health Ed/Accred

Mr. Niese updated the Board on the progress of accreditation, stating that he is currently at 83.5% completion. He stated that the internal deadline for uploading all documents is the end of June, with submission in early August. He explained the process/timeline for the on-site inspection and approval to the Board.

#### GRANTS / CONTRACTS

##### 1. 2022 Erie County Lab Contract

Mr. Bingham requested Board approval to enter into a contract with the Erie County Health Department to provide lab services for analyzing bathing beach samples, with an additional 17 beaches this season. Dr. Jackson moved to authorize Mr. Bingham to enter into a contract with the Erie County Health Department for lab analysis. Seconded by Mr. Deerhake. Motion carried.

##### 2. Brady Signs

Mr. Bingham requested Board approval to enter into a contract with Brady Signs for a digital customizable building sign, utilizing a combination of grant funds. Mr. Schramm authorized Mr. Bingham to enter into contract with Brady Signs for a digital building sign. Seconded by Dr. Jackson. Motion carried.

##### 3. Wood County VS

Mr. Bingham requested Board approval to enter into a contract with the Wood County Health Department to send Ms. Wittman to Wood County to cover Vital Statistics for their Registrar's vacation. Dr. Jackson moved to authorize Mr. Bingham

to enter into a contract with the Wood County Health Department for Vital Statistics services. Seconded by Mr. Deerhake. Motion carried.

#### PERSONNEL

##### 1. C. Theibert-Hire

Mr. Bingham stated that Charlene Theibert has been selected to fill the vacant Clerical Specialist position, effective May 16, 2022. Mr. Deerhake moved to hire Charlene Theibert as a Clerical Specialist. Seconded by Dr. Jackson. Motion carried.

##### 2. J. Fuller-Hire

Mr. Bingham stated that Jamie Fuller has been selected to fill the Administrative Assistant position, effective May 31, 2022. Dr. Jackson moved to hire Jamie Fuller as an Administrative Assistant. Seconded by Mr. Schramm. Motion carried.

#### FINANCIAL REPORT

Ms. Baumgartner presented the April 2022 Board of Health Financial Report.

#### ADDITIONAL APPROPRIATIONS

Ms. Baumgartner recommended the Board approve the Additional Appropriations for the Board of Health Fund. (Attached) Mr. Schramm moved to approve the Additional Appropriations as presented. Seconded by Dr. Jackson. Motion carried.

#### MEETINGS

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

05/17/22	Mosquito Grant Presentation – Columbus (Bingham, Brown)
05/23/22	Public Health Combined Conference – Columbus (Bingham, Niese)
05/24/22	Public Health Combined Conference – Columbus (Bingham, Niese, Crowell)
05/27/22	NW Governance Committee & NW AOHC – Bowling Green (Bingham)

Seconded by Dr. Jackson. Motion carried.

#### BILL APPROVALS

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

#### EXECUTIVE SESSION

Mr. Schramm 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 Dr. Jackson. 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.

Dr. Jackson moved to terminate the employment of Celeste Powell, WIC Breastfeeding Peer Helper. Seconded by Mr. Deerhake. Motion carried.

Next Meeting Date                      June 14, 2022 at 5:30 p.m.

Being no further business, the meeting was adjourned.

Respectfully Submitted,

Gerald W. Bingham, MPH, REHS  
Health Commissioner  
Secretary

Debbie Hymore-Tester  
Board President

**OTTAWA COUNTY HEALTH DEPARTMENT  
2022 INCREASE IN APPROPRIATIONS  
May 10, 2022**

<b>FUND/ACCOUNT:</b>	<b>AMOUNT</b>
004.0044.530903 BOARD OF HEALTH Other	\$ 240,000.00

# BILLS PAID

MAY  
2022

AMAZON CAPITAL SERVICES, INC.	\$25.04	JACKSON	\$80.00
TEST STRIPS		BOARD MTG 05/10/22	
AMAZON CAPITAL SERVICES, INC.	\$81.96	KROGER	\$50.80
MOSQUITO MASCOT		SUPPLIES - APRIL	
BIHN	\$147.42	LIBERTY AVIATION MUSEUM	\$60.00
TRAVEL - APRIL		PERSON-IN-CHARGE REFUND	
BINGHAM	\$97.70	MAGRUDER HOSPITAL	\$2.08
TRAVEL - APRIL		AZITHRONYCIN	
BRADY SIGNS	\$19,475.00	MCCLOSKEY	\$14.63
DIGITAL SIGN - 1/2 DOWN		TRAVEL - APRIL	
BROWN	\$81.90	MORITZ	\$80.00
TRAVEL - APRIL		BOARD MTG 05/10/22	
CAPUANO	\$369.93	NACCHO	\$250.00
EXPENSES-APRIL		NACCHO DUES	
CAPUANO	\$128.12	NIESE	\$38.03
TRAVEL - APRIL		TRAVEL - APRIL	
CITY OF PORT CLINTON, OHIO	\$380.00	OHIO DIVISION OF REAL ESTATE	\$2.50
CPR-STAFF TRNG		BURIAL PERMIT	
CONCORDANCE HEALTHCARE	\$64.57	OHIO PUBLIC HEALTH PARTNERSHIP	\$100.00
SUPPLIES FOR DECEMBER		OPHP CONFERENCE-KC	
CROGHAN COLONIAL BANK	\$957.55	OTTAWA COUNTY COMMISSIONERS	\$64.00
PHEP HOTEL		PRE-EMPLOYMENT DRUG TEST	
CROGHAN COLONIAL BANK	\$148.00	OTTAWA COUNTY SHERIFF	\$30.00
STAFF TRAINING		PRE-EMP BACKGRND CHECK	
CROGHAN COLONIAL BANK	\$365.00	OVERMYER	\$80.00
MOSQUITO MASCOT		SPEC BOARD MTG 05/25/22	
CROWELL	\$23.40	PERRY PROTECH	\$98.95
TRAVEL - APRIL		OVERAGE FOR 04/22	
DANIELS	\$9.36	PERRY PROTECH	\$80.75
TRAVEL - APRIL		COPIER SERVICE FOR 05/22	
DEERHAKE	\$80.00	QUILL CORPORATION	\$220.97
BOARD MTG 05/10/22		SUPPLIES - APRIL	
DEERHAKE	\$80.00	RIVERVIEW INDUSTRIES, INC.	\$717.52
SPEC BOARD MTG 05/25/22		CUST. SERV FOR 04/22	
EKLEBERRY	\$7.02	RUSH	\$74.30
TRAVEL - APRIL		TRAVEL - APRIL	
ERIE COUNTY GENERAL HEALTH	\$357.00	SCHRAMM	\$80.00
WATER SAMPLES - MAR		BOARD MTG 05/10/22	
FACER	\$360.95	SCHRAMM	\$80.00
TRAVEL - APRIL		SPEC BOARD MTG 05/25/22	
FP MAILING SOLUTIONS	\$192.00	SCHRINER	\$87.50
POSTAGE MACH LEASE 04-07		SRVCS 05/13/22	
HEIN	\$82.49	VELIZ	\$43.29
TRAVEL - APRIL		TRAVEL - APRIL	
HYMORE-TESTER	\$80.00	VERIZON WIRELESS	\$385.74
SPEC BOARD MTG 05/25/22		CELL PHONES	
HYMORE-TESTER	\$80.00	WASSERMAN	\$190.00
BOARD MTG 05/10/22		SPEAKER-STAFF TRNG	
		WITTMAN	\$37.44
		TRAVEL - APRIL	