



OTTAWA COUNTY HEALTH DEPARTMENT

October 11, 2022

Present:

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

Health Commissioner: Gerald W. 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: Jamie Fuller

Guests: See Attached

The regular meeting of the Ottawa County District Board of Health was held on October 11, 2022, with President, Debbie Hymore-Tester, calling the meeting to order at 5:30 p.m.

The minutes of the September 22, 2022 meeting was presented. Mr. Overmyer moved to approve the minutes. Seconded by Dr. Jackson. Motion carried.

ENVIRONMENTAL
HEALTH
AWARDS

Ms. Brown described the Annual Environmental Health Awards Program and how licensed operations are chosen each year for maintaining a high degree of compliance. Ms. Brown presented the 2022 Environmental Health Awards as follows:

Food Service Operation – Full Menu – R Coffee Corner – Sherry Roberts, Alice Randolph, Kathleen Ekleberry, Alexia Harnad

Large Campground – Meadows by the Bay – Angela Atkins, Jim Kenney

Food Service Operation – Limited Menu – Genoa Elementary School – Terri Otto, April Hamrick

Swimming Pool – Benton-Carroll-Salem Natatorium – Not present

Small Campground – Camp Perry – Debbie Paul

HEALTH COMM.
REPORT

Mr. Bingham presented the following Health Commissioner's Report to the Board:

Disease Reporting: COVID – Ottawa County's incidence rate is low and the health department has stopped reporting COVID numbers on our website.

Measles – there was a measles scare this week but was confirmed not to be measles.

Monkey Pox – still no cases in Ottawa County.

Finance: We are working through the budget for next fiscal year. Campground and swimming pool fee updates are ready and the food safety program is in the process of completion. All fees will be ready for the first reading at our board November meeting. A finance committee meeting will need to be convened soon, preferably within the first couple of weeks of November.

Board CEUs: Mr. Bingham stated an e-mail was sent to Board members with a link to various Kent State University's modules. Board members can watch the videos to make up any missed CEUs. There will be one more presentation for CEUs at the November meeting from Environmental Health.

PUBLIC COMMENT No public comment.

DIVISION REPORTS

1. Nursing

Ms. Crowell advised the Board that they have been very busy in the clinic with vaccines. As of the date of the meeting, there were only a few doses of the high dose flu vaccine left. Ottawa County's Employee Health fair was held last week and there were 205 employees and/or spouses who took advantage of flu shots. She also informed the Board that there will be an immunization clinic held on October 14th at Put-in-Bay. There are 100 people currently scheduled for that clinic. Ms. Crowell updated the Board on the Care Item Assistance program stating it is going really well and she is working on the first bill to send to Job and Family Services to get reimbursed for the supplies the health department has purchased for the program. She let the Board know the nursing department held school screenings for Put-in-Bay children two weeks prior to the meeting. Ms. Crowell also notified the Board that she is looking at modifications that could be done in the clinic to make it more accessible to our clients.

2. Env Health

Ms. Brown notified the Board that environmental health had their last two big festivals and they should be finished with temporary permits. She also informed them that manufactured home park inspections are complete. She stated environmental health will start school inspections and round two of food and aeration inspections. Ms. Brown notified the Board she will be scheduling the campground and pool surveys during the first week of November.

3. Health Ed/Accred

Mr. Niese advised the Board that National Drug Takeback Day is October 29th and he is working on a video to promote the day. He also gave the quarterly report for the Strategic Plan. Mr. Niese updated the Board on PHAB, stating we are 3rd in the queue as of two weeks ago.

PERSONNEL

1. J. Wittman-Retire

Mr. Bingham stated that Julie Wittman will be retiring from her position as Administrative Assistant, effective October 31, 2022. Mr. Deerhake moved to accept Julie Wittman's retirement. Seconded by Dr. Jackson. Motion carried.

2. L. Facer-REHS

Mr. Bingham informed the Board that Lauren Facer, REHSIT, successfully completed her REHS exam and received approval from the RS Board to become a Registered Environmental Health Specialist on October 4, 2022. Mr. Overmyer moved to promote Lauren Facer from Registered Environmental Health Specialist-in-Training to Registered Environmental Health Specialist, effective October 4, 2022. Seconded by Dr. Jackson. Motion carried.

FINANCIAL REPORT

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

MEETINGS

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

- 10/13/22 } Northwest Ohio Environmental Health Association
- 10/14/22 } Conference – Sandusky (Bihn, Brown, Facer)
- (Bingham 10/13 only, Niese 10/14 only)
- 10/27/22 NW Regional EPI Meeting – Napoleon (Capuano)
- 10/28/22 NW Governance Committee and NWAOHC – Findlay
- (Bingham)

Seconded by Mr. Deerhake. Motion carried.

BOARD OF HEALTH BYLAWS

Mr. Bingham introduced the Board of Health Bylaws for discussion. Dr. Jackson moved to table the Board of Health Bylaws to afford Board members not present the opportunity for questions/comments prior to approval. Seconded by Mr. Overmyer. Motion carried.

PERFORMANCE PLAN

Mr. Niese presented the Performance Management Plan explaining it is one of the components of the Strategic Plan already adopted by the Board. Mr. Deerhake moved to approve the Performance Management Plan. Seconded by Mr. Overmyer. Motion carried.

QUALITY IMPROVEMENT PLAN

Mr. Niese presented the Quality Improvement (QI) Plan, stating that it is another component of the Strategic Plan. Dr. Jackson moved to approve the QI Plan. Seconded by Mr. Deerhake. Motion carried.

BILL APPROVALS

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

EXECUTIVE SESSION

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

Mr. Deerhake moved to enter into open session. 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.

Next Meeting Date November 15, 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 BOARD OF HEALTH
MEETING
October 11, 2022

ATTENDANCE

Print Name

Business Name

Sherry Roberts

R COFFEE CORNER

Alice Randolph

R Coffee Corner

Hathleen Ekleberg

R Coffee Corner

Alexa Hornad

R Coffee Corner

Uru Otto

Genoa Elem school

April Hamrick

Genoa Elem School

Angela Atkins

Meadow By the Bay

Jim Kenney

" " "

Debbie Paul

camp Perry.

BILLS PAID

OCTOBER 2022

AMAZON CAPITAL SERVICES, INC. SUPPLIES FOR SEPTEMBER	\$471.89	FOX TRAVEL - SEPTEMBER	\$46.25
AMAZON CAPITAL SERVICES, INC. SUPPLIES FOR CIA	\$860.88	FULLER TRAVEL - SEPTEMBER	\$56.88
BALDWIN GROUP, INC. HDIS MNTCE 2023	\$1,541.33	GIANT MICROBES, INC. SUPPLIES	\$1,140.00
BIHN TRAVEL - SEPTEMBER	\$230.00	GLAXOSMITHLKINE TWINRIX	\$2,878.78
BINGHAM EXPENSES-SEPTEMBER	\$57.09	GLAXOSMITHLKINE FLULAVAL	\$8,004.28
BINGHAM TRAVEL - SEPTEMBER	\$153.75	HEIN TRAVEL - SEPTEMBER	\$10.00
BROWN TRAVEL - SEPTEMBER	\$61.88	HYMORE-TESTER BOARD MTG 10/11/22	\$80.00
CAPITAL ONE - WALMART SUPPLIES - 60+	\$17.88	JACKSON BOARD MTG 10/11/22	\$80.00
CAPITAL ONE - WALMART SUPPLIES - CIA	\$294.39	JEFF KURAS EXCAVATING, LLC SEWAGE SYSTEM WPCLF	\$18,950.00
CAPITAL ONE - WALMART SUPPLIES - SEPTEMBER	\$623.04	MEDLIN FOOD SERVICE REFUND	\$175.00
CAPUANO TRAVEL - SEPTEMBER	\$5.00	MILLER BOAT LINE FERRY TICKET	\$22.00
CDW-G GOVERNMENT, INC COMPUTER EQUIPMENT	\$11,060.12	MORITZ BOARD MTG 10/11/22	\$80.00
CDW-G GOVERNMENT, INC LASERJET PRINTER	\$560.03	NIESE TRAVEL - SEPTEMBER	\$13.75
CENTER FOR DISEASE DETECTION, FP LAB FEES - SEPTEMBER	\$12.50	OHIO DIVISION OF REAL ESTATE BURIAL PERMIT	\$15.00
CONCORDANCE HEALTHCARE SOLU SUPPLIES FOR SEPTEMBER	\$29.39	OVERMYER BOARD MTG 10/11/22	\$80.00
CPR SAVERS & FIRST AID SUPPLY L AED	\$1,132.85	PERRY PROTECH COPIER SERVICE FOR 10/22	\$89.49
CROGHAN COLONIAL BANK AOHC CONF HOTEL	\$127.89	PERRY PROTECH OVERAGE FOR 09/22	\$76.40
CROGHAN COLONIAL BANK DIGITAL TABELTS & PENS	\$1,213.38	QUILL CORPORATION SUPPLIES - SEPTEMBER	\$811.15
CROWELL TRAVEL - SEPTEMBER	\$68.13	RIVERVIEW INDUSTRIES, INC. CUST. SERV FOR 08/22	\$807.21
DEERHAKE BOARD MTG 10/11/22	\$80.00	SANOFI PASTEUR, INC. FLUZONE HD	\$1,192.28
EKLEBERRY TRAVEL - SEPTEMBER	\$11.88	TEREM MARKETING PREV COAL PROMO ITEMS	\$1,086.73
ERIE COUNTY GENERAL HEALTH DI BEACH SAMPLES	\$7,565.00	TREASURER, STATE OF OHIO 3ND QTR VITAL STATS 2022	\$10,808.24
FACER TRAVEL - SEPTEMBER	\$415.00	TREASURER, STATE OF OHIO 3RD QTR CAMP CERTS	\$110.00
FLORO TRAVEL - SEPTEMBER	\$836.25	TREASURER, STATE OF OHIO 3RD QTR FSO FEES	\$252.00

TREASURER, STATE OF OHIO 3RD QTR POOL CERTS	\$80.00
TREASURER, STATE OF OHIO 3RD QTR RFE FEES	\$56.00
TREASURER, STATE OF OHIO 3RD QTR SEWAGE CERTS	\$1,585.00
TREASURER, STATE OF OHIO 3RD QTR WATER CERTS	\$1,694.00
UNITED PARCEL SERVICE SERVICES FOR 10/22	\$224.43
VELIZ TRAVEL - SEPTEMBER	\$70.63
VERIZON WIRELESS CELL PHONES	\$406.57
WADE TRAVEL - SEPTEMBER	\$57.50