

OTTAWA COUNTY HEALTH DEPARTMENT

February 11, 2020

Present:

Board Members: 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

Guests: See Attached

The regular meeting of the Ottawa County District Board of Health was held on February 11, 2020, with Vice-President, Debbie Hymore-Tester, calling the meeting to order at 5:30 p.m.

The minutes of the January 14, 2020 meeting were presented. Dr. Jackson moved to approve the minutes. Seconded by Mr. Schramm. Motion carried.

WELDY  
SEW. VARIANCE

Mr. Bingham explained that Tim Weldy has requested a variance from the Board of Health, at his residence on 24046 W. Walbridge E. Rd., Millbury, as his family's home sewage treatment system cannot be installed due to the current soil conditions. Mr. Weldy is requesting that the septic tank be utilized as a sewage holding tank until such time as the household sewage treatment system can be properly installed. Mr. Schramm moved to grant the variance to Tim Weldy with the following required stipulations:

1. Must immediately apply and submit payment of \$75.00 to enter into the Operation and Maintenance program (O&M);
2. Must install the septic tank in accordance to the approved permit #19-69;
3. Must have a high water alarm installed on the septic tank that is both audible and visual;
4. Must have a contract with a registered sewage hauler and have the contents of the septic tank pumped out at least once every 14 days or more frequently as needed until the complete sewage treatment system is installed;
5. Must provide proof of the pumping report to the health department within five (5) business days from date of pump-out;
6. Must have a completed occupancy permit from the Ottawa County Building Department;
7. Must have approved private water permit prior to occupancy;
8. Must complete the installation of the approved sewage treatment system once the soil conditions are suitable for complete system installation but no later than May 31, 2020;
9. Must meet all other requirements of Sewage Treatment System Rules, specifically OAC 3701-29; and
10. Must contact the health department for inspection of holding tank after installation and prior to use.

Seconded by Dr. Jackson. Motion carried.

LENKE  
SEW. VARIANCE

Mr. Bingham explained that Micah Lenke has requested a variance from the Board of Health, at his residence on 10399 W. Cullman Rd., Oak Harbor, as his family's home sewage treatment system cannot be installed due to the current soil conditions. He added that the Lenke's request that the septic tank be utilized as a sewage holding tank until such time as the household sewage treatment system can be properly installed will only be utilized if the system cannot be completed prior to March due to weather. Dr. Jackson moved to grant the variance to Micah Lenke, to become effective in March 2020, with the following required stipulations:

1. Must immediately apply and submit payment of \$75.00 to enter into the Operation and Maintenance program (O&M);
2. Must install the septic tank in accordance to the approved permit #19-78;
3. Must have a high water alarm installed on the septic tank that is both audible and visual;
4. Must have a contract with a registered sewage hauler and have the contents of the septic tank pumped out at least once every 14 days or more frequently as needed until the complete sewage treatment system is installed;
5. Must provide proof of the pumping report to the health department within five (5) business days from date of pump-out;
6. Must have a completed occupancy permit from the Ottawa County building department;
7. Must have approved private water permit prior to occupancy;
8. Must complete the installation of the approved sewage treatment system once the soil conditions are suitable for complete system installation but no later than May 31, 2020;
9. Must meet all other requirements of Sewage Treatment System Rules, specifically OAC 3701-29; and
10. Must contact the health department for inspection of holding tank after installation and prior to use.

Seconded by Mr. Overmyer. Motion carried.

ACTIVITY REPORTS

Ms. Osborn explained that due to recent departmental vacancies, the January activity reports for Nursing and Environmental Health are not available. The January and February reports will be presented at the March Board of Health Meeting.

ODA RFE SURVEY

Mr. Bingham reported that the Ohio Department of Agriculture (ODA) surveyed the Retail Food Establishment (RFE) Program from December 2 through December 12, 2019. The health department passed the survey with no action items for correction.

FISCAL REPORTS

1. HH Accts. Recv.
2. Financial Report

Ms. Osborn presented the January 2020 Home Health Accounts Receivable Report.  
Ms. Osborn presented the January 2020 Board of Health Financial Report.

2019 FUND  
TRANSFERS

Ms. Osborn presented the 2019 Year End Fund Transfer Adjustments. (Attached)  
Mr. Overmyer moved to approve the transfers. Seconded by Mr. Moritz. Motion carried.

PERSONNEL

1. T. Ashton, RN –  
Vol Disability

Ms. Osborn requested Board approval on the following personnel items:  
Teresa Ashton, RN, Public Health Nurse, has requested Voluntary Disability Separation from the Board of Health, which gives her the right to be reinstated to a

- Separation Public Health Nurse Position, should we have one available, for up to 2 years from her request. Dr. Jackson moved to accept Teresa Ashton's resignation/Voluntary Disability Separation, effective January 23, 2020. Seconded by Mr. Schramm. Motion carried.
2. M. Daniels-Resign Acct Clerk 3/  
Clerical Supv Mary Daniels has resigned her position as Clerical Supervisor/Account Clerk 3, effective January 31, 2020. Dr. Jackson moved to accept Mary Daniel's resignation. Seconded by Mr. Overmyer. Motion carried.
3. N. Mendoza, RN-Hire Nichole Mendoza, RN, was selected to fill a Part-Time Intermittent Public Health Nurse position. Dr. Jackson moved to hire Nichole Mendoza, RN, as a Part-Time Intermittent Public Health Nurse, effective February 7, 2020. Seconded by Mr. Schramm. Motion carried.
4. S. Glauser-Hire Receptionist Temp Sandra Glauser, a receptionist on loan from Riverview Nursing Home, was selected to fill a Part-Time Intermittent Clerk position. Dr. Jackson moved to hire Sandra Glauser as a Part-Time Intermittent Clerk, effective February 4, 2020. Seconded by Mr. Schramm. Motion carried.
5. D. Seggaard-Hire Clerical Supervisor Dawn Seggaard was selected to fill a vacant Office Manager/Clerical Supervisor position. Dr. Jackson moved to hire Dawn Seggaard as an Office Manager/Clerical Supervisor, effective February 24, 2020. Seconded by Mr. Schramm. Motion carried.
6. Clerical Spec Vacancy The Clerical Specialist vacancy left by the former receptionist still exists and this opportunity is being utilized to adjust duties in the support staff to be more efficient and have better back-up for their positions.
- GRANTS /  
CONTRACTS
1. 2020 OSS Contract Ms. Osborn reported that the 2020 Ottawa Sandusky Seneca (OSS) Solid Waste Program contract has been received for \$4,300. She requested Board approval to enter into the OSS Contract. Mr. Overmyer moved to authorize Ms. Osborn to enter into a contract with the OSS Management District for OSS Solid Waste Program Funding. Seconded by Dr. Jackson. Motion carried.
2. 2020 Falls Prevent Ms. Osborn informed the Board that the health department was not awarded the 2020 Falls Prevention Grant.
- BRANDING POLICY  
ACCREDITATION
- Mr. Bingham requested the Board approve a policy for the Ottawa County Health Department, which details how the health department will be branded, adding the logo to documents, mission statements, etc., as a component of the Public Health Accreditation Board (PHAB) Accreditation process. Dr. Jackson moved to approve the PHAB Branding Policy. Seconded by Mr. Moritz. Motion carried.
- 2019 Nc0v – CORONA Ms. Osborn reported on the current situation of the nCoV (Corona Virus) outbreak, explaining that this has not affected Ottawa County at this time. She explained the CDC recommendations for isolation and quarantine measures and added that this is why we have our Epidemiologist/Emergency Preparedness Coordinator.
- 2021 BUDGET Ms. Osborn stated that the finance committee of Mr. Moritz and Ms. Hymore-Tester, will need to meet in March to begin preparation for the 2021 Board of Health budget.

HEALTH COMM  
SUCCESSION PLAN

Ms. Osborn distributed a notice of intent to retire, effective June 30, 2020, and requested volunteers to serve on the search committee with Mr. Deerhake. Ms. Hymore-Tester and Dr. Jackson volunteered to serve on the search committee for potential candidates for interviews for the Health Commissioner position.

MEETINGS

Dr. Jackson moved to approve attendance at the following meetings:

02/14/20	AOHC Public Affairs – Columbus (Osborn)
02/19/20	ODH Campground Training – Bowling Green (Bingham, Brown)

Seconded by Mr. Schramm. Motion carried.

BILL APPROVALS

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

Mr. Overmyer moved to enter into Executive Session to discuss pending litigation. Seconded by Dr. Jackson. Roll call vote: Ms. Hymore-Tester-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Motion carried.

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

Next Meeting Date March 10, 2020 at 5:30 p.m.

Being no further business, the meeting was adjourned.

Respectfully Submitted,

Nancy C. Osborn, RN, MPA  
Health Commissioner  
Secretary

Debbie Hymore-Tester  
Vice-President



OTTAWA COUNTY BOARD OF HEALTH  
MEETING  
February 11, 2020

ATTENDANCE

Print Name

Business Name

Becky Lenke

Lenke Family/Farms

Vickie Pant

Automatic Septic

Tim Weldy

Weldy Family

Marguarite Writz

**OTTAWA COUNTY HEALTH DEPARTMENT  
2019 YEAR END FUND TRANSFER RECONCILIATION ADJUSTMENT  
February 11, 2020**

<b>FROM FUND:</b>		<b>TO FUND:</b>		<b>AMOUNT</b>
036.0081.530800	Food Service	004.1001.401300	Board of Health	\$ 27,866.00
040.0084.530900	Public Health Nursing	004.1001.401300	Board of Health	\$ 29,319.00
043.0281.530100	Family Planning	004.1001.401300	Board of Health	\$ 7,353.00
045.0085.531500	Private Water	004.1001.401300	Board of Health	\$ 8,329.00
050.0087.531300	EPSDT	004.1001.401300	Board of Health	\$ 437.00
061.0092.530800	MHPs	004.1001.401300	Board of Health	\$ 295.00
063.0139.530900	Home Health	004.1001.401300	Board of Health	\$ 64,355.00
064.0094.531200	WIC	004.1001.401300	Board of Health	\$ 16,621.00
076.0142.530200	Pools	004.1001.401300	Board of Health	\$ 1,356.00
090.0239.530100	Get Vaccinated	004.1001.401300	Board of Health	\$ 2,356.00
091.0116.530800	Camps	004.1001.401300	Board of Health	\$ 1,100.00
115.0137.530100	Solid Waste	004.1001.401300	Board of Health	\$ 446.00
117.0105.530900	Sewage	004.1001.401300	Board of Health	\$ 105,332.00
119.0107.531200	PHI/PHEP	004.1001.401300	Board of Health	\$ 15,349.00
				<b>\$ 280,514.00</b>
				<b>\$ 280,514.00</b>

**OTTAWA COUNTY HEALTH DEPARTMENT  
2019 YEAR END FUND TRANSFER RECONCILIATION ADJUSTMENT CAPITAL EQUIPMENT  
February 11, 2020**

<b>FROM FUND:</b>		<b>TO FUND:</b>		<b>AMOUNT</b>
156.0109.534700	Capital Equipment	004.1001.401300	Board of Health	<u>\$ 1,060.00</u>
				<u><u>\$ 1,060.00</u></u>

# BILLS PAID

## FEBRUARY 2020

BINGHAM	\$75.90	NATIONAL RESTAURANT	\$984.61
TRAVEL - JANUARY		SERV SAFE MATERIAL	
BRIGGS CORP.	\$163.41	NIESE	\$370.30
PHYSICIANS PHONE ORDERS		TRAVEL - JANUARY	
BROWN	\$190.90	OHIO DIVISION OF REAL ESTATE	\$7.50
TRAVEL - JANUARY		BURIAL PERMIT	
CAPUANO	\$180.55	OHIO TELECOM	\$99.95
TRAVEL - JANUARY		FIBER CONCT 2/1-3/15	
CELLIER	\$46.00	OSBORN	\$120.75
TRAVEL - JANUARY		TRAVEL - JANUARY	
CROWELL	\$159.28	OVERMYER	\$80.00
TRAVEL - JANUARY		BOARD MTG 2/11/20	
DANIELS	\$11.50	PERS	\$9,219.97
TRAVEL - JANUARY		PERS PAYMENT FEBRUARY	
ERIE COUNTY GENERAL HEALTH	\$160.00	PITNEY BOWES	\$106.39
WATER SAMPLES		RED INK	
FAZZI ASSOCIATES, INC.	\$100.00	RIVERVIEW INDUSTRIES, INC.	\$971.40
HHCAPS - 02/20		CUST. SERV FOR 01/20	
FOX	\$225.40	RUSH	\$113.85
TRAVEL - JANUARY		TRAVEL - JANUARY	
FRIENDS OFFICE	\$21.39	SANDATA TECHNOLOGIES	\$465.24
SUPPLIES - JANUARY		HOME PRO SERVICES	
GRIFFING FLYING SERVICE, INC.	\$95.00	SCHRAMM	\$80.00
FLYING SERVICE		BOARD MTG 2/11/20	
HARRIS	\$122.48	SENECA MEDICAL INC.	\$340.06
TRAVEL - JANUARY		SUPPLIES FOR JANUARY	
HART ADVERTISING, INC.	\$788.50	SHOPLET.COM	\$900.40
BILL BOARD		SUPPLIES FOR JANUARY	
HEIN	\$507.15	STERLING PC MAINTENANCE SOLUTIONS	\$530.00
TRAVEL - JANUARY		COMPUTER CONTRACT	
HYMORE-TESTER	\$80.00	TEREM MARKETING	\$260.00
BOARD MTG 2/11/20		PROMOTIONAL MAG CLIPS	
JACKSON	\$80.00	THE WATER TEST KIT STORE	\$36.98
BOARD MTG 2/11/20		WATER SAMPLE SUPPLIES	
KINGSCOTE CHEMICALS	\$114.90	TREASURER, STATE OF OHIO	\$84.00
SEWAGE DYES		4TH QTR FSO FEES	
KOKINDA	\$44.28	TREASURER, STATE OF OHIO	\$1,838.00
TRAVEL - JANUARY		4TH QTR SEWAGE CERTS	
MAGRUDER HOSPITAL	\$45.00	TREASURER, STATE OF OHIO	\$884.00
HH ON CALL 12/19		4TH QTR WATER CERTS	
MCCLOSKEY	\$73.60	VERIZON WIRELESS	\$224.49
TRAVEL - JANUARY		CELL PHONES	
MERCK	\$2,233.87	WITTMAN	\$20.70
GARDASIL		TRAVEL - JANUARY	
MORITZ	\$80.00	WOOD COUNTY HEALTH DEPT.	\$210.90
BOARD MTG 2/11/20		GV-ADMIN SERVICES	
MT BUSINESS TECHNOLOGIES	\$250.16		
COPIER SERVICE FOR 01/20			