

OTTAWA COUNTY HEALTH DEPARTMENT

December 8, 2020

Present:

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

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 December 8, 2020, with President, Greg Deerhake, calling the meeting to order at 5:30 p.m.

The minutes of the November 10, 2020 meeting were presented. Dr. Jackson moved to approve the minutes. Seconded by Mr. Overmyer. Motion carried.

2021 PROPOSED
FOOD SERVICE/RFE
FEES RESOLUTION
2021-01
(Third Reading and
Adoption)

Ms. Hymore-Tester moved to conduct the third reading of Resolution 2021-01 by title only. (Attached) Seconded by Dr. Jackson. Roll call vote: Mr. Deerhake-yes, Ms. Hymore-Tester-yes, Dr. Jackson-yes, Mr. Overmyer-yes. Motion carried.
Mr. Overmyer moved to approve the third reading of Resolution 2021-01. Seconded by Ms. Hymore-Tester. Roll call vote: Mr. Deerhake-yes, Ms. Hymore-Tester-yes, Dr. Jackson-yes, Mr. Overmyer-yes. Motion carried. (Mr. Schramm entered the meeting.) Ms. Hymore-Tester moved to adopt Resolution 2021-01. Seconded by Mr. Overmyer, Roll call vote: Mr. Deerhake-yes, Ms. Hymore-Tester-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes. Motion carried.

TELECOMMUTING
POLICY

Mr. Bingham presented a policy establishing requirements and guidelines for health department employees to telecommute when necessary. Dr. Jackson moved to approve the Ottawa County Health Department Telecommuting Policy. Seconded by Mr. Schramm. Motion carried.

ACTIVITY REPORTS

Ms. Crowell presented the November 2020 Nursing Activity Report.
Ms. Brown presented the November 2020 Environmental Health Activity Report.
Mr. Niese gave the Board an update of the Health Education and Accreditation Division.

FISCAL REPORTS

1. HH Accts. Recv.

Ms. Baumgartner presented the November 2020 Home Health Accounts Receivable Report.

2. Financial Report

Ms. Baumgartner presented the November 2020 Board of Health Financial Report.

2020 AMENDED CERTIFICATE	Ms. Baumgartner recommended the Board approve the 2020 Amended Certificate. (Attached) Mr. Overmyer moved to approve the Amended Certificate as presented. Seconded by Dr. Jackson. Motion carried.
2020 ADDITIONAL APPROPRIATIONS	Ms. Baumgartner recommended the Board approve the 2020 Additional Appropriations. (Attached) Dr. Jackson moved to approve the Additional Appropriations as presented. Seconded by Ms. Hymore-Tester. Motion carried.
2020 FUND TRANSFERS	Ms. Baumgartner recommended the Board approve the 2020 Fund Transfers. (Attached) Dr. Jackson moved to approve the Fund Transfers as presented. Seconded by Ms. Hymore-Tester. Motion carried.
PERSONNEL 1. R. Tristano-RS	Mr. Bingham informed the Board that Ryan Tristano, SIT, successfully completed his RS exam and received approval from the RS Board to become a Registered Sanitarian on November 13, 2020. Ms. Hymore-Tester moved to promote Ryan Tristano from Sanitarian-in-Training to Registered Sanitarian, effective November 13, 2020. Seconded by Mr. Overmyer. Motion carried.
BOARD OF HEALTH LOGO	Mr. Bingham presented a new logo to the Board of Health, explaining that this logo emphasizes the word “health” in Health Department and represents a beacon of light for Ottawa County. Dr. Jackson moved to approve the new Ottawa County Health Department logo. Seconded by Mr. Overmyer. Motion carried.
HEALTH COMM REPORT	<p>Mr. Bingham presented the Health Commissioner’s Report to the Board. He gave a brief update on recent COVID activities, presenting the most recent COVID Dashboard. Mr. Bingham reported that the pop-up COVID testing conducted at the Ottawa County Fairgrounds in November went well, with 569 total tests conducted and a 15.1% positivity rate.</p> <p>The health department’s COVID team meets with school superintendents weekly to discuss COVID issues and information.</p> <p>There will be a Facebook Live event held Wednesday, December 16, 2020, at 3:00 p.m., hosted by Ottawa County Emergency Management. The health department will be one of the panel members who will answer questions that the public may have regarding COVID. An information session will be held on Tuesday, December 15, 2020 at 7:00 a.m. for area physicians, allowing them an opportunity to ask questions or obtain clarification regarding COVID as well.</p> <p>The health department is scheduled to receive the Moderna COVID vaccine by the end of December.</p>
MEETINGS	There are no meetings scheduled for December 2020, due to the COVID-19 Pandemic.
BILL APPROVALS	Dr. Jackson moved to pay the bills. (Attached) Seconded by Ms. Hymore-Tester. Motion carried.

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

Ms. Hymore-Tester moved to enter into open session. Seconded by Dr. Jackson. Motion carried.

WITTMAN
VACATION

Mr. Overmyer moved to waive the 3-year vacation cap for Julie Wittman until her next anniversary, July 16, 2021, due to unforeseen circumstances. Seconded by Dr. Jackson. Motion carried.

BINGHAM
PROB. INCREASE

Due to successful completion of Gerald Bingham's 6-month probation period and excellent performance at this time, Dr. Jackson moved to approve a probationary increase of \$5,000 to his annual salary, effective January 1, 2021. Seconded by Mr. Schramm. Motion carried.

Next Meeting Date January 12, 2021 at 5:30 p.m.

Being no further business, the meeting was adjourned.

Respectfully Submitted,

Gerald W. Bingham, MPH, RS
Health Commissioner
Secretary

Greg Deerhake
President

RESOLUTION 2021-01

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	\$175.26	Level 1>25,000 Sq Ft	\$238.61
Level 2<25,000 Sq Ft	\$193.26	Level 2>25,000 Sq Ft	\$249.41
Level 3<25,000 Sq Ft	\$339.40	Level 3>25,000 Sq Ft	\$800.13
Level 4<25,000 Sq Ft	\$421.47	Level 4>25,000 Sq Ft	\$846.21
Mobile RFE/FSO			\$74.46
Temporary Retail Food Establishment/Day			\$44.25
Temporary Food Service Operation/Day			\$44.25
Vending Machine Location			\$20.74

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

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

ADOPTED BY THE OTTAWA COUNTY BOARD OF HEALTH
THIS 8th DAY OF DECEMBER, 2020.

Greg Deerhake, President
Ottawa County Board of Health

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

**OTTAWA COUNTY HEALTH DEPARTMENT
2020 INCREASE AMENDED CERTIFICATE
December 8, 2020**

Please Revise the following funds 2020 estimated resources by the amounts indicated which are based on projected receipts for 2020.

FUND:	AMOUNT
040 Public Health Nursing	\$ 32,000.00
045 Water Wells	\$ 12,000.00
119 PHI (PHEP)	<u>\$ 260,000.00</u>
	<u>\$ 304,000.00</u>

**OTTAWA COUNTY HEALTH DEPARTMENT
2020 YEAR END FUND TRANSFERS
December 8, 2020**

FROM FUND:	TO FUND:	AMOUNT
036.0081.530800 Food Service	004.1001.401300 Board of Health	\$ 62,356.21
040.0084.530900 Public Health Nursing	004.1001.401300 Board of Health	\$ 134,385.56
043.0281.530100 Family Planning	004.1001.401300 Board of Health	\$ 26,322.28
045.0085.531500 Water Wells	004.1001.401300 Board of Health	\$ 16,765.42
046.0048.530100 Comm. Health Assess	004.1001.401300 Board of Health	\$ 426.48
050.0087.531300 EPSDT	004.1001.401300 Board of Health	\$ 2,469.34
061.0092.530800 MHPs	004.1001.401300 Board of Health	\$ 2,588.80
063.0139.530900 Home Health	004.1001.401300 Board of Health	\$ 198,710.70
064.0094.531200 WIC	004.1001.401300 Board of Health	\$ 66,726.84
076.0142.530200 Pools	004.1001.401300 Board of Health	\$ 11,199.58
090.0239.530100 Get Vaccinated	004.1001.401300 Board of Health	\$ 10,025.73
091.0116.530800 RV/CAMPs	004.1001.401300 Board of Health	\$ 11,095.97
115.0137.530100 Solid Waste	004.1001.401300 Board of Health	\$ 1,512.62
116.0104.531200 CFHS/MCHP	004.1001.401300 Board of Health	\$ 327.51
117.0105.530900 Sewage	004.1001.401300 Board of Health	\$ 136,982.20
119.0107.531200 PHEP (PHI)	004.1001.401300 Board of Health	\$ 301,678.10
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		\$ 983,573.34
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**OTTAWA COUNTY HEALTH DEPARTMENT
2020 YEAR END SALARY RESERVE CHARGES TRANSFER
December 8, 2020**

FROM FUND:	TO FUND:	AMOUNT
157.0110.534700 Salary Reserve	004-1001-401300 Board of Health	\$ 155,325.00

**OTTAWA COUNTY HEALTH DEPARTMENT
2020 YEAR END SALARY RESERVE FUND TRANSFERS
December 8, 2020**

FROM FUND:	TO FUND:	AMOUNT
036.0081.530800 Food Service	157.1006.400100 Salary Reserve	\$ 1,950.32
040.0084.530900 Public Health Nursing	157.1006.400100 Salary Reserve	\$ 1,863.82
043.0281.530100 Family Planning	157.1006.400100 Salary Reserve	\$ 717.22
045.0085.531500 Water Wells	157.1006.400100 Salary Reserve	\$ 465.20
046.0048.530100 Community Health	157.1006.400100 Salary Reserve	\$ 12.88
050.0087.531300 EPSDT	157.1006.400100 Salary Reserve	\$ 79.93
061.0092.530800 MHPs	157.1006.400100 Salary Reserve	\$ 88.13
063.0139.530900 Home Health	157.1006.400100 Salary Reserve	\$ 4,246.80
064.0094.531200 WIC	157.1006.400100 Salary Reserve	\$ 2,098.90
076.0142.530200 Pools	157.1006.400100 Salary Reserve	\$ 381.06
090.0239.530100 Get Vaccinated	157.1006.400100 Salary Reserve	\$ 316.53
091.0116.530800 RV/CAMPs	157.1006.400100 Salary Reserve	\$ 329.77
115.0137.530100 Solid Waste	157.1006.400100 Salary Reserve	\$ 45.37
116.0104.531200 CFHS/MCHP	157.1006.400100 Salary Reserve	\$ 9.69
117.0105.530900 Sewage	157.1006.400100 Salary Reserve	\$ 2,046.41
119.0107.531200 PHEP (PHI)	157.1006.400100 Salary Reserve	\$ 10,347.97
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		\$ 25,000.00
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**OTTAWA COUNTY HEALTH DEPARTMENT
2020 YEAR END CAPITAL RESERVE FUND TRANSFERS
December 8, 2020**

FROM FUND:	TO FUND:	AMOUNT
036.0081.530800 Food Service	156.1006.400100 Capital Equipment Reserve	\$ 1,950.32
040.0084.530900 Public Health Nursing	156.1006.400100 Capital Equipment Reserve	\$ 1,863.82
043.0281.530100 Family Planning	156.1006.400100 Capital Equipment Reserve	\$ 717.22
045.0085.531500 Water Wells	156.1006.400100 Capital Equipment Reserve	\$ 465.20
046.0048.530100 Community Health	156.1006.400100 Capital Equipment Reserve	\$ 12.88
050.0087.531300 EPSDT	156.1006.400100 Capital Equipment Reserve	\$ 79.93
061.0092.530800 MHPs	156.1006.400100 Capital Equipment Reserve	\$ 88.13
063.0139.530900 Home Health	156.1006.400100 Capital Equipment Reserve	\$ 4,246.80
064.0094.531200 WIC	156.1006.400100 Capital Equipment Reserve	\$ 2,098.90
076.0142.530200 Pools	156.1006.400100 Capital Equipment Reserve	\$ 381.06
090.0239.530100 Get Vaccinated	156.1006.400100 Capital Equipment Reserve	\$ 316.53
091.0116.530800 RV/CAMPs	156.1006.400100 Capital Equipment Reserve	\$ 329.77
115.0137.530100 Solid Waste	156.1006.400100 Capital Equipment Reserve	\$ 45.37
116.0104.531200 CFHS/MCHP	156.1006.400100 Capital Equipment Reserve	\$ 9.69
117.0105.530900 Sewage	156.1006.400100 Capital Equipment Reserve	\$ 2,046.41
119.0107.531200 PHEP (PHI)	156.1006.400100 Capital Equipment Reserve	\$ 10,347.97
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		\$ 25,000.00
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**OTTAWA COUNTY HEALTH DEPARTMENT
2020 YEAR END DEFICIENT FUNDS TRANSFERS
December 8, 2020**

FROM FUND:	TO FUND:	AMOUNT
004.0044.534700 Board of Health	040.1001.401100 Public Health Nursing	\$ 120,000.00
004.0044.534700 Board of Health	045.1001.400800 Water Wells	\$ 10,000.00
004.0044.534700 Board of Health	050.1001.400500 EPSDT	\$ 2,000.00
004.0044.534700 Board of Health	117.1006.400400 Sewage	<u>\$ 80,000.00</u>
		<u>\$ 212,000.00</u>

**OTTAWA COUNTY HEALTH DEPARTMENT
2020 GENERAL TRANSFERS
December 8, 2020**

FROM FUND:	TO FUND:	AMOUNT
156.0109.534700 Capital Equip. Reserve	004.1001.401300 Board of Health	\$ 7,665.00
157.0110.534700 Salary Reserve	004.1001.401300 Board of Health	<u>\$ 7,645.00</u>
		<u>\$ 15,310.00</u>

**OTTAWA COUNTY HEALTH DEPARTMENT
2020 ADDITIONAL APPROPRIATIONS
December 8, 2020**

FUND:	LINE ITEM:	AMOUNT
004 Board of Health	004.0044.534700 Transfers	\$ 192,000.00
040 Public Health Nursing	040.0084.530900 Transfers	\$ 45,300.00
045 Water Wells	045.0085.531500 Transfers	\$ 14,500.00
046 Community Health	046.0048.530100 Transfers	\$ 500.00
050 EPSDT	050.0087.531300 Transfers	\$ 900.00
063 Home Health	063.0139.530900 Transfers	\$ 36,700.00
116 CFHSP	116.0104.531200 Transfers	\$ 400.00
117 Sewage	117.0105.530900 Transfers	\$ 12,000.00
119 PHI (PHEP)	119.0107.531200 Transfers	\$ 263,000.00
157 Salary Reserve	157.0110.534700 Transfers	\$ 153,000.00
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		\$ 718,300.00
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BILLS PAID

DECEMBER

2020

AOHC	\$681.00	OTTAWA COUNTY COMMISSIONERS	\$4,909.23
AOHC 2021 DUES		WORKERS COMP ADMIN FEE	
BINGHAM	\$77.63	OVERMYER	\$80.00
TRAVEL - NOVEMBER		BOARD MTG 12/08/20	
BRADFORD	\$4.60	P.T. SERVICE INC.	\$2,466.00
TRAVEL - NOVEMBER		PT/OT SRVC FOR 11/20	
BROWN	\$276.00	PERS	\$8,344.07
TRAVEL - NOVEMBER		PERS PAYMENT DECEMBER	
CAPUANO	\$6.33	REDMOND	\$9.20
TRAVEL - NOVEMBER		TRAVEL - NOVEMBER	
CENTER FOR DISEASE DETECTION, LLC	\$12.50	RIVERVIEW INDUSTRIES, INC.	\$890.45
FP LAB FEES		CUST. SERV FOR 11/20	
CONCORDANCE HEALTHCARE	\$150.79	ROBERTS	\$217.25
SUPPLIES FOR NOVEMBER		COVID-19 CT-NOVEMBER	
CROWELL	\$25.30	RUSH	\$248.98
TRAVEL - NOVEMBER		TRAVEL - NOVEMBER	
DEERHAKE	\$80.00	SANDATA TECHNOLOGIES	\$465.24
BOARD MTG 12/08/20		HOME PRO SERVICES	
ERIE COUNTY GENERAL HEALTH	\$210.00	SCHRAMM	\$80.00
WATER SAMPLES		BOARD MTG 12/08/20	
FACER	\$147.78	SEGAARD	\$2.30
TRAVEL - NOVEMBER		TRAVEL - NOVEMBER	
FOX	\$13.23	SHOPLET.COM	\$442.90
TRAVEL - NOVEMBER		SUPPLIES FOR NOVEMBER	
GEOPHYTA	\$5,250.00	STAPLES	\$234.90
WPCLF HSTS SYSTEM		SUPPLIES - NOVEMBER	
HEIN	\$52.90	STERLING PC MAINTENANCE SOLUTIONS	\$530.00
TRAVEL - NOVEMBER		COMPUTER CONTRACT	
HYMORE-TESTER	\$80.00	TRISTANO	\$142.60
BOARD MTG 12/08/20		TRAVEL - NOVEMBER	
JACKSON	\$80.00	VERIZON WIRELESS	\$388.04
BOARD MTG 12/08/20		CELL PHONES	
MAGRUDER HOSPITAL	\$45.00	WADE	\$6.90
HH ON CALL 11/20		TRAVEL - NOVEMBER	
MARBLEHEAD CANOE, LLC	\$160.00	WELLSKY	\$100.00
SERVSAFE REFUND		HHCAPS - 12/20	
MCCLOSKEY	\$33.35	WITTMAN	\$11.50
TRAVEL - NOVEMBER		TRAVEL - NOVEMBER	
MERCK	\$4,453.05	WOLFF BROTHERS SUPPLY, INC.	\$61.11
GARDASIL		SEPTEMBER SUPPLIES	
NIESE	\$13.23		
TRAVEL - NOVEMBER			
OHIO DIVISION OF REAL ESTATE	\$5.00		
BURIAL PERMIT			
OHIO TELECOM	\$99.95		
FIBER CONCT 12/15-01/15			
OTTAWA COUNTY COMMISSIONERS	\$8,012.12		
4TH QTR RENT			