



OTTAWA COUNTY HEALTH DEPARTMENT

July 13, 2021

Present:

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

Health Commissioner: Jerry Bingham, MPH, RS

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

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

Business Manager: Debra Baumgartner

Administrative Assistant: Julie Wittman

Guest: Mike Capuano

The regular meeting of the Ottawa County District Board of Health was held on July 13, 2021, with President, Debbie Hymore-Tester calling the meeting to order at 5:30 p.m.

The minutes of the June 8, 2021 meeting were presented. Dr. Jackson moved to approve the minutes. Seconded by Mr. Deerhake. Motion carried.

HEALTH COMM.  
REPORT

Mr. Bingham presented the Health Commissioner's Report to the Board. He updated the Board on the trending of COVID cases, highlighting that Ottawa County has the lowest incidence rate in Ohio, with only 2 cases in 3 weeks. He stated that the health department may conduct additional COVID vaccination clinics for school age children, ages 12 and older, as part of back to school vaccinations.

Mr. Bingham informed the Board that the health department will have a booth at the Ottawa County Fair in July, which will be manned Friday and Saturday of fair week. Employees will be distributing Narcan, COVID test kits, and mosquito repellent, along with brochures on programs provided by the department which will be available to the public every day of the fair, even if the booth is unmanned.

Mr. Bingham stated that tonight is the first of Board presentations/trainings that he would like to implement, in an effort to provide the Board with timely information and also obtain the necessary yearly CEUs. He added that he welcomes feedback after the program, to ensure that this will become a useful tool for the Board.

Mr. Bingham informed the Board that he would like to show the COVID Clinic volunteers how much their help was appreciated during the pandemic. He will be presenting some ideas at a later meeting, as all Board members agreed and voiced support of this gesture.

Mr. Bingham updated the Board on the open Clerical Specialist (Receptionist) position, stating that second interviews were held and that we continue searching for the right fit for this position.

Mr. Bingham explained that as part of the Strategic Plan and Workforce Development Plan, which were approved to begin accreditation, additional components were never approved. He stated that the Performance Management Improvement Plan and Quality Improvement Plan were previously missed, and that with the support of the Accreditation Coordinator, he is proposing a one-year plan for both, which will then restart all four plans in the same year. Mr. Bingham added that he will bring the plans back to the Board for approval at the August Board Meeting.

Mr. Bingham showed the Board the Port Clinton Chamber of Commerce's 2020 Lighthouse Award, which was presented to the Ottawa County Health Department for outstanding contribution in our field during the pandemic.

PUBLIC COMMENT No public in attendance.

PRESENTATION – Mike Capuano presented the Role of the Epidemiologist to the Board, explaining his  
BOARD CEUs role as the Epidemiologist/Emergency Planner and how it related to the pandemic.  
ROLE OF EPI The Board earned 30 minutes of CEUs from this presentation.

#### DIVISION REPORTS

1. Nursing Mr. Bingham briefly presented the quarterly Nursing Division Report statistics, and explained that there is a walk-in COVID vaccination clinic held every Friday, however, it has not been attended well.

2. Env Health Ms. Brown reported on the quarterly Environmental Health Division statistics and explained that the Mosquito Program is up and running and the intern will be presenting her program information to the Board next month. Ms. Brown informed the Board that one campground operator has not obtained a license to operate in 2 years and that the Ottawa County Prosecuting Attorney has sent him a letter threatening daily fines if he does not obtain his license for 2020 and 2021, and complete his campground's expansion plan through the Ohio Department of Health.

3. Health Ed/Accred Mr. Niese updated the Board on Accreditation, stating that as the department comes out of Approved Archive, the 1 year deadline clock begins to submit documentation. He explained the different key documents that have not yet been approved, and the formal documentation required for Accreditation. Mr. Niese informed the Board that within the next couple weeks, a survey will be made available for the public, along with a credit card machine for payment.

#### FISCAL REPORTS

1. HH Accts. Recv. Ms. Baumgartner presented the June 2021 Home Health Accounts Receivable Report. Dr. Jackson moved to write off the remaining \$1,550.84 Home Health balance, as it is over one year old. Seconded by Mr. Overmyer. Motion carried.

2. Financial Report Ms. Baumgartner presented the June 2021 Board of Health Financial Report.

#### FOOD SAFETY TRAINING FEES

Mr. Niese presented a proposal for fee changes to current Food Safety Training Fees. Dr. Jackson moved to approve the fees for the Food Program Training Program as presented. (Attached) Seconded by Mr. Schramm. Motion carried.

MEETINGS

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

07/22/21	NW PHEP Epidemiologist/Planners – Findlay (Capuano)
07/23/21	NW Governance – Bowling Green (Bingham)
07/23/21	NW AOHC – Bowling Green (Bingham)

Seconded by Dr. Jackson. Motion carried.

BILL APPROVALS

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

EXECUTIVE SESSION

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 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 Dr. Jackson. Motion carried.

Dr. Jackson moved to approve an addendum to the new contract for Gerald W. Bingham, Jr., Health Commissioner, for a 3-year term beginning July 1, 2021, at \$88,192.00 per year, \$42.40 per hour, retroactive to December 20, 2020. Seconded by Dr. Jackson. Motion carried.

Next Meeting Date                      August 10, 2021 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  
President

**OTTAWA COUNTY HEALTH DEPARTMENT**

**Food Safety Training Fees**

**Effective July 14, 2021**

<b><u>Training</u></b>	<b><u>Current Charge</u></b>	<b><u>Proposed Charge</u></b>
Level One – Person in Charge	\$ 30.00 / person	\$ 30.00 / person
Level Two - ServSafe®	\$160.00 / person	\$175.00 / person
Level Two - ServSafe® Retest	\$ 60.00 / person	\$ 60.00 / person

# BILLS PAID

JULY  
2021

AMAZON CAPITAL SERVICES, INC. SUPPLIES FOR JUNE	\$14.98	MCCLOSKEY TRAVEL - JUNE	\$39.20
ANDA , INC. MEDROXYPROGESTERONE	\$11.40	MORITZ BOARD MTG 07/13/21	\$80.00
ANDA , INC. TRI-SPRITEC	\$36.51	OHIO DIVISION OF REAL ESTATE BURIAL PERMIT	\$7.50
BINGHAM TRAVEL - JUNE	\$16.80	OTTAWA COUNTY COMMISSIONERS WORKERS COMP ADMIN FEE	\$540.21
BROWN TRAVEL - JUNE	\$183.12	OVERMYER BOARD MTG 07/13/21	\$80.00
CASTALIA TRENCHING & READY MIX SEWAGE SYSTEM WPCLF	\$53,535.00	OVERMYER TRAVEL - JUNE	\$547.68
CDW-G GOVERNMENT, INC COMPUTER EQUIPMENT	\$1,370.62	PERRY PROTECH COPIER SERVICE FOR 08/21	\$72.95
CELLIER TRAVEL - JUNE	\$8.40	PERRY PROTECH OVERAGE FOR 06/21	\$114.22
CONCORDANCE HEALTHCARE SUPPLIES FOR JUNE	\$364.75	PUBLIC HEALTH ACCREDITATION ANNUAL ACCRED SERVICES	\$5,600.00
CROWELL TRAVEL - JUNE	\$30.80	QUILL CORPORATION PRESCRIPTION PADS	\$66.90
DEERHAKE BOARD MTG 07/13/21	\$80.00	RIVERVIEW INDUSTRIES, INC. CUST. SERV FOR 06/21	\$1,076.28
ERIE COUNTY GENERAL HEALTH WATER SAMPLES - JUNE	\$273.00	RUSH TRAVEL - JUNE	\$488.88
ESOLUTIONS, INC. HH FILE TRANSFER SERVICES	\$95.00	SANDATA TECHNOLOGIES HOME PRO SERVICES-JULY	\$465.24
FACER TRAVEL - JUNE	\$394.80	SANOFI PASTEUR, INC. TB	\$156.44
FOX TRAVEL - JUNE	\$54.32	SCHRAMM BOARD MTG 07/13/21	\$80.00
FP MAILING SOLUTIONS POSTAGE METER INK	\$218.93	SEGAARD TRAVEL - JUNE	\$13.44
FRIENDS OFFICE SUPPLIES - JUNE	\$33.87	SHOPLET.COM SUPPLIES FOR JULY	\$650.56
GILMORE JASION MAHLER, LTD 2020 MEDICARE COST REPORT	\$950.00	TREASURER, STATE OF OHIO 2ND QTR SEWAGE CERTS	\$1,542.00
HEIN TRAVEL - JUNE	\$250.88	TREASURER, STATE OF OHIO 2ND QTR WATER CERTS	\$516.00
HYMORE-TESTER BOARD MTG 07/13/21	\$80.00	TREASURER, STATE OF OHIO VS PAPER	\$264.30
JACKSON BOARD MTG 07/13/21	\$80.00	TREASURER, STATE OF OHIO 2ND QTR VITAL STATS 2021	\$8,924.48
KROGER SUPPLIES - JUNE	\$13.37	TREASURER, STATE OF OHIO 2ND QTR RFE CERTS	\$420.00
KROGER SUPPLIES - MAR-JUNE	\$70.26	TREASURER, STATE OF OHIO 2ND QTR POOL CERTS	\$11,350.00
MAGRUDER HOSPITAL TB SYRINGE	\$1.11	TREASURER, STATE OF OHIO 2ND QTR CAMP CERTS	\$9,020.00

TREASURER, STATE OF OHIO	\$1,148.00
2ND QTR FSO CERTS	
TRISTANO	\$249.20
TRAVEL - JUNE	
UNITED PARCEL SERVICE	\$51.56
SERVICES FOR 06/21	
VERIZON WIRELESS	\$391.37
CELL PHONES	
WADE	\$84.00
TRAVEL - JUNE	
WITTMAN	\$33.60
TRAVEL - JUNE	
ZIMMERMAN BUILDING CO LLC	\$77,725.00
SEWAGE SYSTEM WPCLF	