



OTTAWA COUNTY HEALTH DEPARTMENT

October 12, 2021

Present:

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

Health Commissioner: Jerry Bingham, MPH, RS

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

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 October 12, 2021, with President, Debbie Hymore-Tester calling the meeting to order at 5:30 p.m.

The minutes of the September 27, 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, which shows a declining number of cases. He informed the Board that the Volunteer Appreciation Dinner was held last week to thank employees and volunteers for all their hard work during the COVID vaccination clinics.

Mr. Bingham explained that he and the leadership team have been working very hard on updating the Personnel Policy Manual, which mirrors a large portion of Ottawa County's Personnel Policies. The next step is to have the Personnel Committee meet to review changes and make their recommendation to the Board. He added that the Finance Committee will also need to meet prior to the November Board of Health meeting. The Finance Committee consists of Ms. Hymore-Tester, Mr. Deerhake, and Mr. Moritz; the Personnel Committee consists of Mr. Overmyer, Mr. Schramm, and Dr. Jackson.

PUBLIC COMMENT

No public in attendance.

PERSONNEL

1. R Tristano-Resign

Mr. Bingham stated that Ryan Tristano has resigned his position of Registered Environmental Health Specialist (REHS), effective October 15, 2021. Mr. Moritz moved to accept Mr. Tristano's resignation. Seconded by Mr. Overmyer. Motion carried.

LPHSC-ECW FEES HSTS VARIANCE	Ms. Crowell informed the Board that the clinic is now switching all records over to electronic charting with the Local Public Health Services Collaborative (LPHSC) vendor, eClinical Works (ECW). She recommended the Board adopt ECW's fee schedule, as all billing will be handled by them and this will prevent the department from having to adopt new fees when they change. Dr. Jackson moved to adopt the eClinical Works' fee schedule for all clinic services. Seconded by Mr. Overmyer. Motion carried.
2021-2022 PIB SCHOOL CONTRACT	Ms. Crowell briefly described the Put-in-Bay School Nursing Services provided by the contract with the Put-in-Bay Board of Education. Mr. Deerhake moved to authorize Mr. Bingham to renew the contract with the Put-in-Bay Board of Education for School Nursing Services for the 2021-2022 school year, with no fee increase. Seconded by Mr. Overmyer. Motion carried.
CRIBS FOR KIDS SANDUSKY COUNTY	Ms. Crowell requested Board approval to renew the tri-county contract with Sandusky and Huron Counties (with Sandusky County being the lead agency) to administer the Cribs for Kids Program, at the same rate as the previous contract. Mr. Overmyer moved to authorize Mr. Bingham to renew the contract with Sandusky County for the Cribs for Kids Program. Seconded by Dr. Jackson. Motion carried.
DIVISION REPORTS	
1. Nursing	Ms. Crowell reported that the department's first drive-through Flu Shot Clinic was a success and a learning experience for parking lot setup. She added that approximately 50 shots were administered during the clinic. Ms. Crowell informed the Board that the third dose COVID Clinics are going very well and that an additional Flu Clinic will be held on Put-in-Bay this year.
2. Env Health	Ms. Brown stated that in addition to weekend festivals, the manufactured home program inspections are almost finished for the year. She reported on inspection numbers for the division and updated the Board on the tabled variance from September along with the campground owner who will be prosecuted for failure to obtain a license.
3. Health Ed/Accred	No report for Health Education/Accreditation Division.
2021 INTERIM FUND TRANSFER	Ms. Baumgartner recommended the Board approve the 2021 Interim Fund Transfer. (Attached) Mr. Deerhake moved to approve the 2021 Interim Fund Transfer as presented. Seconded by Dr. Jackson. Motion carried.
FINANCIAL REPORT MEETINGS	Ms. Baumgartner presented the September 2021 Board of Health Financial Report. No meetings scheduled for October 2021.
BILL APPROVALS	Mr. Overmyer moved to pay the bills. (Attached) Seconded by Dr. Jackson. Motion carried.

PRESENTATION –  
BOARD CEUs  
FOUNDATION OF  
THE OCHD

Mr. Bingham presented information on the Foundation of the Ottawa County Health Department, followed by a tour of the department. The Board earned 30 minutes of CEUs from this presentation.

Next Meeting Date                      November 9, 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  
Board President

**OTTAWA COUNTY HEALTH DEPARTMENT  
FUND TRANSFER  
October 12, 2021**

<b>FROM FUND:</b>	<b>TO FUND:</b>	<b>AMOUNT</b>
036.0081.530800 Food Service	004.1001.401300 Board of Health	\$ 11,073.28
040.0084.530900 Public Health Nursing (PHN)	004.1001.401300 Board of Health	\$ 23,762.37
046.0048.530100 Community Health Assess.	004.1001.401300 Board of Health	\$ 69.54
050.0087.531300 EPSDT	004.1001.401300 Board of Health	\$ 449.07
061.0092.530800 MHP	004.1001.401300 Board of Health	\$ 496.05
063.0139.530900 Home Health	004.1001.401300 Board of Health	\$ 33,711.06
076.0142.530200 Pools	004.1001.401300 Board of Health	\$ 2,004.34
091.0116.530800 Camps/RV	004.1001.401300 Board of Health	\$ 850.40
115.0137.530100 Solid Waste	004.1001.401300 Board of Health	\$ 310.84
117.0105.530900 Sewage	004.1001.401300 Board of Health	<u>\$ 24,723.36</u>
		<u><u>\$ 97,450.31</u></u>

# BILLS PAID

## OCTOBER

### 2021

BALDWIN GROUP, INC`	\$1,473.42	SANDATA TECHNOLOGIES	\$125.00
HDIS MNTCE 2022		HOME PRO SERVICES-OCT	
BINGHAM	\$46.48	SCHRAMM	\$80.00
TRAVEL - SEPTEMBER		BOARD MTG 10/12/21	
BROWN	\$124.88	TREASURER, STATE OF OHIO	\$550.00
TRAVEL - SEPTEMBER		3RD QTR CAMP CERTS	
CAPUANO	\$32.48	TREASURER, STATE OF OHIO	\$682.00
TRAVEL - SEPTEMBER		3RD QTR WATER CERTS	
CENTER FOR DISEASE DETECTION,	\$37.50	TREASURER, STATE OF OHIO	\$9,325.28
FP LAB FEES		3RD QTR VITAL STATS 2021	
CROWELL	\$37.52	TREASURER, STATE OF OHIO	\$1,585.00
TRAVEL - SEPTEMBER		3RD QTR SEWAGE CERTS	
DANIELS	\$33.60	TREASURER, STATE OF OHIO	\$56.00
TRAVEL - SEPTEMBER		3RD QTR RFE FEES	
DEERHAKE	\$80.00	TREASURER, STATE OF OHIO	\$392.00
BOARD MTG 10/12/21		3RD QTR FSO FEES	
ERIE COUNTY GENERAL HEALTH	\$294.00	TREASURER, STATE OF OHIO	\$295.00
WATER SAMPLES - SEPT		3RD QTR POOL CERTS	
FACER	\$581.84	TRISTANO	\$235.20
TRAVEL - SEPTEMBER		TRAVEL - SEPTEMBER	
FOX	\$116.48	VERIZON WIRELESS	\$390.26
TRAVEL - SEPTEMBER		CELL PHONES	
GLAXOSMITHLKINE	\$3,392.11	WITTMAN	\$39.20
Flulaval		TRAVEL - SEPTEMBER	
HEIN	\$136.64	ZIMMERMAN BUILDING CO LLC	\$32,630.00
TRAVEL - SEPTEMBER		SEWAGE SYSTEM WPCLF	
HYMORE-TESTER	\$80.00		
BOARD MTG 10/12/21			
JACKSON	\$80.00		
BOARD MTG 10/12/21			
KLACIK	\$700.00		
VOL & EMP APPREC EVENT			
MILLER BOAT LINE	\$21.00		
FERRY TICKETS			
MORITZ	\$80.00		
BOARD MTG 10/12/21			
NIESE	\$12.88		
TRAVEL - SEPTEMBER			
OHIO DIVISION OF REAL ESTATE	\$2.50		
BURIAL PERMIT			
OVERMYER	\$80.00		
BOARD MTG 10/12/21			
PERRY PROTECH	\$80.75		
COPIER SERVICE FOR 11/21			
PERRY PROTECH	\$100.44		
OVERAGE FOR 09/21			
RUSH	\$125.44		
TRAVEL - SEPTEMBER			