



OTTAWA COUNTY HEALTH DEPARTMENT

November 9, 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

Guests: See Attached

The regular meeting of the Ottawa County District Board of Health was held on November 9, 2021, with President, Debbie Hymore-Tester calling the meeting to order at 5:30 p.m.

The minutes of the October 12, 2021 meeting were 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 2021 Environmental Health Awards as follows:

Food Service Operation – Full Menu – The Patio Restaurant – Jeremy Behnken
Large Campground – Vista Villa Association, Inc. – Robert Hathaway, Howard
Routson

Food Service Operation – Limited Menu – H.B. Magruder Memorial Hospital – Not
present

Swimming Pool – Catawba Shores Owners Association – Not present

Small Campground – Tibbels Mobile Home Ct., Motels, LTD – Not present

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 the number of cases holding steady, with the median age getting lower. Mr. Bingham stated that the goal is to convince people that vaccination is working and very effective.

Vaccinations are not meant to keep people from getting COVID, but to keep them out of hospitals and keep them alive. He added that he has been speaking throughout the community at various meetings and trainings and that organizations have been very appreciative and supportive of the health department's COVID vaccination efforts.

There is an Executive Order that mandates vaccines for Medicare and Medicaid providers' employees, however, this does not appear to affect the health department. Mr. Bingham added that currently, all health department employees are vaccinated and new employees are highly encouraged to become fully vaccinated if they are not already.

House Bill 463 has been introduced, which is proposed to eliminate the District Advisory Council, putting health departments under the authority of the County Commissioners. Mr. Bingham stated that this bill has currently stalled, however, the Board should be aware of it should a letter to legislature opposing this idea be necessary at a later date.

PUBLIC COMMENT No public in attendance.

2022 PROPOSED
FOOD SERVICE/RFE
FEE RESOLUTION
2022-01
(First Reading)

Ms. Brown briefly described the cost methodology used to determine the food service fee changes and explained the issues COVID has presented with this process. She provided the proposed food service fee schedule to the Board. Dr. Jackson moved to read Resolution 2022-01 by title only. Seconded by Mr. Overmyer. Roll call vote: Ms. Hymore-Tester-yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Motion carried. The first reading of Resolution 2022-01 was conducted by title only. (Attached) Mr. Deerhake moved to approve the first reading. Seconded by Dr. Jackson. Roll call vote: Ms. Hymore-Tester-yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes, Mr. Moritz-yes. Motion carried.

PERSONNEL

1. M Veliz-Hire

Mr. Bingham stated that Michelle Veliz, BA, has been selected to fill the Health Educator/Public Information Specialist position, effective November 15, 2021. Mr. Schramm moved to hire Michelle Veliz, BA, as a Health Educator/Public Information Specialist. Seconded by Dr. Jackson. Motion carried.

1. J Bihn-Hire

Mr. Bingham stated that Joseph Bihn, MS, REHS, has been selected to fill the Registered Environmental Health Specialist position, effective November 22, 2021. Dr. Jackson moved to hire Joseph Bihn, MS, REHS, as a Registered Environmental Health Specialist. Seconded by Mr. Deerhake. Motion carried.

DIVISION REPORTS

1. Nursing

Ms. Crowell reported that COVID Clinics are now by appointment only instead of walk-in clinics, as were previously conducted. She added that all vaccines (Moderna, Pfizer, Johnson & Johnson) are offered for anyone qualified and that booster shots can be a different vaccine than what the patient received for the initial doses. Ms. Crowell explained that electronic charting has begun in Immunization Clinics and that the transition from paper is going well. She also informed the Board that the health department began hosting nursing students approximately one year ago, which has been going very well.

2. Env Health Ms. Brown stated that all manufactured home park inspections have been completed for the year. She added that approximately \$28,000 is left in the WPCLF Program, with another \$150,000 to be utilized once this money is depleted. Ms. Brown reported that school inspections are underway and that her time will be spent getting the new employee on board and trained.
3. Health Ed/Accred Mr. Niese reported that the new Health Educator will be starting on November 15th, and she will take over Facebook and website updating, which will give him an opportunity to focus on Accreditation.
- FINANCIAL REPORT Ms. Baumgartner presented the October 2021 Board of Health Financial Report.
- MEETINGS Mr. Deerhake moved to approve attendance at the following meeting:
- 11/10/21 TMACOG Watershed – Toledo (Bingham)
- Seconded by Dr. Jackson. Motion carried.
- BILL APPROVALS Dr. Jackson moved to pay the bills. (Attached) Seconded by Mr. Overmyer. Motion carried.
- Dr. Jackson 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.
- Dr. Jackson moved to enter into open session. Seconded by Mr. Overmyer. Motion carried.
- PERS. POLICIES Mr. Deerhake moved to approve the Personnel Policy Manual, with the removal of the sentence in Section 3.1 that states: “If a permanent part-time employee’s normally scheduled work day falls on an observed holiday, the part-time employees shall be compensated for their regular work day”, effective January 1, 2022. Seconded by Dr. Jackson. Motion carried.
- 2021 SALARY CLASSIFICATION Mr. Overmyer moved to approve the revised salary classification plan as presented. (Attached) Seconded by Mr. Deerhake. Motion carried.
- SALARY ADJUSTMENTS Mr. Overmyer moved to approve wage adjustments for the following: Katie Crowell, Mike Capuano, Lauren Facer, Dianne Cadigan, and Debbie Baumgartner, as presented. Seconded by Mr. Schramm. Motion carried.
- 2022 WAGE INCREASE Dr. Jackson moved to approve a 3% salary increase for all eligible health department employees (employed by the Ottawa County Health Department for one year), effective December 19, 2021. Seconded by Mr. Deerhake. Motion carried.

Next Meeting Date December 14, 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 BOARD OF HEALTH
MEETING
November 9, 2021

ATTENDANCE

Print Name

Business Name

Robert Hathaway

Vista Villa

Howard Rouison

VISTA VILLA

Jeremy Behnken

The Patio

RESOLUTION 2022-01

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	\$ 91.45	Level 1>25,000 Sq Ft	\$125.53
Level 2<25,000 Sq Ft	\$101.13	Level 2>25,000 Sq Ft	\$131.34
Level 3<25,000 Sq Ft	\$179.75	Level 3>25,000 Sq Ft	\$427.63
Level 4<25,000 Sq Ft	\$223.91	Level 4>25,000 Sq Ft	\$452.41
Mobile RFE/FSO			\$56.03
Temporary Retail Food Establishment/Day			\$42.88
Temporary Food Service Operation/Day			\$42.88
Vending Machine Location			\$ 5.32

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

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

ADOPTED BY THE OTTAWA COUNTY BOARD OF HEALTH
THIS 11th DAY OF JANUARY, 2022.

Debra Hymore-Tester, President
Ottawa County Board of Health

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

BILLS PAID

NOVEMBER

2021

ALLSHRED SERVICES	\$82.80	HYMORE-TESTER	\$80.00
SHREDDING		BOARD MTG 11/09/21	
AMAZON CAPITAL SERVICES, INC.	\$511.42	HYMORE-TESTER	\$80.00
SUPPLIES FOR OCTOBER		FINANCE COMM 11/01/21	
ANDA , INC.	\$304.52	JACKSON	\$80.00
RHWP CONTRACEPTIVES		BOARD MTG 11/09/21	
AWARD COMPANY OF AMERICA	\$274.23	JACKSON	\$80.00
EH AWARD PLAQUES		PERSONNEL COMM 11/4/21	
BINGHAM	\$85.00	JEFF KURAS EXCAVATING, LLC	\$12,000.00
OEHA CONFERENCE		SEWAGE SYSTEM WPCLF	
BINGHAM	\$76.16	KROGER	\$7.17
TRAVEL - OCTOBER		SUPPLIES - OCTOBER	
BROWN	\$152.88	MAGRUDER HOSPITAL	\$97.07
TRAVEL - OCTOBER		LIDOCAINE/EPI	
BROWN	\$244.80	MERCK	\$2,205.34
CEU EXPENSE - OCTOBER		MMR/VARIVAX	
CAPUANO	\$6.72	MERCK	\$4,690.38
TRAVEL - OCTOBER		GARDASIL	
CASTALIA TRENCHING & READY MIX	\$26,095.00	MILLER BOAT LINE	\$300.00
SEWAGE SYSTEM WPCLF		FERRY TICKETS	
CDW-G GOVERNMENT, INC	\$801.46	MORITZ	\$80.00
ACROBAT PRO 2020		BOARD MTG 11/09/21	
CDW-G GOVERNMENT, INC	\$387.76	MORITZ	\$80.00
COMPUTER EQUIPMENT		FINANCE COMM 11/01/21	
CROS.NET, INC.	\$99.00	NATIONAL RESTAURANT	\$1,081.89
ANNUAL DIAL UP FEE		SERV SAFE MATERIAL	
CROWELL	\$15.68	NIESE	\$16.80
TRAVEL - OCTOBER		TRAVEL - OCTOBER	
DANIELS	\$13.44	NOODLE SOUP	\$774.62
TRAVEL - OCTOBER		SUPPLIES FOR OCTOBER	
DEERHAKE	\$80.00	OHIO DIVISION OF REAL ESTATE	\$10.00
BOARD MTG 11/09/21		BURIAL PERMIT	
ERIE COUNTY GENERAL HEALTH	\$231.00	OTTAWA COUNTY FCFC	\$2,000.00
WATER SAMPLES - OCT		2022 FCFC DUES	
FACER	\$242.56	OVERMYER	\$80.00
CEU EXPENSE - OCTOBER		PERSONNEL COMM 11/4/21	
FACER	\$320.88	OVERMYER	\$80.00
TRAVEL - OCTOBER		BOARD MTG 11/09/21	
FOX	\$22.40	PERRY PROTECH	\$80.75
TRAVEL - OCTOBER		COPIER SERVICE FOR 12/21	
FP MAILING SOLUTIONS	\$192.00	PERRY PROTECH	\$90.21
POSTAGE MACH LEASE 10-12		OVERAGE FOR 10/21	
FP MAILING SOLUTIONS	\$2,400.00	QUILL CORPORATION	\$493.91
REFILL POSTAGE METER		SUPPLIES - OCTOBER	
GLAXOSMITHLKINE	\$2,543.45	RIVERVIEW INDUSTRIES, INC.	\$717.52
ENGERIX-B/MENVEO/BOOSTRIX		CUST. SERV FOR 10/21	
HEIN	\$164.64	RUSH	\$93.52
TRAVEL - OCTOBER		TRAVEL - OCTOBER	

SANDATA TECHNOLOGIES	\$125.00
HOME PRO SERVICES-NOV	
SANOFI PASTEUR, INC.	\$4,994.49
PREVNAR	
SCHRAMM	\$80.00
BOARD MTG 11/09/21	
SCHRAMM	\$80.00
PERSONNEL COMM 11/4/21	
SCHRINER	\$100.00
SRVCS 11/12/21	
SEQIRUS USA INC.	\$4,166.44
FLUAD QIV	
SEQIRUS USA INC.	\$3,855.34
FLUCELVAX	
SHOPLET.COM	\$880.73
SUPPLIES FOR OCTOBER	
STAPLES	\$2,725.51
SUPPLIES - OCTOBER	
TheraCom LLC	\$1,173.06
NEXPLANON	
TRISTANO	\$146.16
TRAVEL - OCTOBER	
ULINE	\$3,439.14
SUPPLIES FOR OCTOBER	
UNITED PARCEL SERVICE	\$22.85
SERVICES FOR 10/21	
UNITED PARCEL SERVICE	\$39.33
SERVICES FOR 11/21	
VERIZON WIRELESS	\$388.21
CELL PHONES	
WADE	\$8.96
TRAVEL - OCTOBER	
WITTMAN	\$31.36
TRAVEL - OCTOBER	

**Ottawa County Health Department
Salary Schedule**

November 9, 2021

PAY RANGE	SALARY CLASSIFICATIONS	STARTING	TOP
1	Public Health Assistant	\$11.00	\$20.00
2	Breastfeeding Peer Helper	\$11.25	\$20.00
3	Clerical Specialist Account Clerk	\$13.50	\$25.00
4	Environmental Health Specialist-in-Training	\$19.00	\$25.00
5	Clerical Supervisor Administrative Assistant	\$19.00	\$30.00
6	Health Educator/Public Info. Specialist Nutritionist RD/LD	\$20.00	\$30.00
7	Emergency Preparedness Coord. Epidemiologist	\$22.00	\$35.00
8	Public Health Nurse Environmental Health Specialist	\$24.00	\$35.00
9	Business Manager	\$24.00	\$35.00
10	Director of Nursing Director of Environmental Health Director of Health Education & Accreditation	\$27.00	\$40.00