



OTTAWA COUNTY HEALTH DEPARTMENT

January 11, 2022

Present:

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

Health Commissioner: Jerry Bingham, MPH, REHS

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

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

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 January 11, 2022, with President, Debbie Hymore-Tester calling the meeting to order at 5:30 p.m.

The minutes of the December 14, 2021 meeting were presented. Dr. Jackson moved to approve the minutes. Seconded by Mr. Deerhake. Motion carried.

2022 PROPOSED  
FOOD SERVICE/RFE  
FEES RESOLUTION  
2022-01  
(Third Reading and  
Adoption)

Mr. Overmyer moved to conduct the third reading of Resolution 2022-01 by title only. (Attached) Seconded by Dr. Jackson. Roll call vote: Ms. Hymore-Tester-yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes. Motion carried. Mr. Deerhake moved to approve the third reading of Resolution 2022-01. Seconded by Dr. Jackson. Roll call vote: Ms. Hymore-Tester-yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes. Motion carried. Dr. Jackson moved to adopt Resolution 2022-01. Seconded by Mr. Schramm. Roll call vote: Ms. Hymore-Tester, yes, Mr. Deerhake-yes, Dr. Jackson-yes, Mr. Schramm-yes, Mr. Overmyer-yes. 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 the number of cases continuing to rise, with Port Clinton having 37% of the cases in Ottawa County.

Mr. Bingham reported that the health department distributed 900 COVID at-home test kits in 30 minutes at the health department, and 48% of the recipients were in the Port Clinton zip code. We are currently out of test kits, however, we are anticipating more at a later date and are looking at the possibility of conducting a drive-through distribution.

Mr. Bingham reported that the fee to become a member of the National Association of Boards of Health (NALBOH) is \$200.00. All Board members present agreed that Mr. Bingham should begin the process.

PUBLIC COMMENT

No public in attendance.

## DIVISION REPORTS

### 1. Nursing

Ms. Crowell presented fourth quarter/year end program numbers to the Board and highlighted the changes in the Reproductive Health and Wellness Program (RHWP), Family Planning Clinic. She explained that Family Planning has added telehealth and more counseling over the phone with a Registered Nurse. Ms. Crowell informed the Board that the department has advertised for a Nurse Practitioner to help Dr. McLean with this program, which will open up the clinic days/times, in the hope that clinics will be more convenient for clients.

### 2. Env Health

Ms. Brown presented fourth quarter/year end program numbers to the Board. She explained that the health department has been put on provision as a result of the recent Swimming Pool Program survey conducted by the Ohio Department of Health. Ms. Brown informed the Board that an action plan is being submitted to address the timeline for pool inspections, which are required to be conducted within 365 days of the last inspection. She added that a cost methodology must be conducted for this program as well. Ms. Brown updated the Board on the Operation and Maintenance Program for Ottawa County household sewage disposal systems and briefly discussed the progress of the Williston Curtice sewage project.

### 3. Health Ed/Accred

Mr. Niese presented a graph showing 23.93% progress toward PHAB accreditation, which shows the amount of information uploaded into the online system. He presented fourth quarter/year end program numbers to the Board, showing graphs of division activities and explained how comments are monitored on the health department's Facebook page.

## FINANCIAL REPORT

Ms. Baumgartner presented the December 2021 Board of Health Financial Report.

### Financial Audit

Ms. Baumgartner reviewed the health department's financial audit that the Board received from the Ohio Auditor of State.

### Then & Nows

Ms. Baumgartner explained that the Board is required to approve any Then & Now expenditures monthly, if they are over \$3,000.00. She presented the January Then & Nows and recommended Board approval. (Attached) Mr. Overmyer moved to approve the January Then & Nows. Seconded by Dr. Jackson. Motion carried.

## GRANTS/CONTRACTS

### 1. 2022 RVI Custodial

Mr. Bingham requested authorization to reapply for the Riverview Industries (RVI) contract to continue to perform custodial duties at the health department for \$89.69/day. Dr. Jackson moved to authorize Mr. Bingham to renew the RVI Contract. Seconded by Mr. Schramm. Motion carried.

### 2. 2022 PHEP Grant

Mr. Bingham requested authorization to reapply to the Ohio Department of Health for the Public Health Emergency Preparedness (PHEP) Grant, which funds the Emergency Preparedness Coordinator position. Mr. Overmyer moved to authorize Mr. Bingham to reapply for the PHEP Grant. Seconded by Mr. Schramm. Motion carried.

### 3. 2022 Mosquito Grant

Mr. Bingham requested authorization to reapply to the Ohio Department of Health for the Mosquito Grant. Dr. Jackson moved to authorize Mr. Bingham to reapply for the Mosquito Grant. Seconded by Mr. Schramm. Motion carried.

- STRATEGIC PLAN Mr. Niese presented the Strategic Plan Quarterly Report, explaining that a revised strategic plan is needed for the department. He explained input will be gathered when reviewing the plan and adding/changing priorities, with measurable goals to show real progress as the department is looking toward the future.
- WPCLF/H2OHIO Mr. Bingham gave an update of the Water Pollution Control Loan Fund (WPCLF) and H2Ohio funds, stating that \$1,027,050.41 has been disbursed to help families repair/replace their household sewage treatment systems from 2017-2021. Ms. Brown added that between the two funds this year, \$387,000 has been utilized for systems and designs.
- PERSONNEL
1. Registered Nurse-PT Position Description Mr. Bingham presented an updated position description for a part-time Registered Nurse. Dr. Jackson moved to approve the position description for a part-time Registered Nurse. Seconded by Mr. Deerhake. Motion carried.
2. Registered Nurse-FT Position Description Mr. Bingham presented an updated position description for a full-time Registered Nurse. Dr. Jackson moved to approve the position description for a full-time Registered Nurse. Seconded by Mr. Deerhake. Motion carried.
- 2022 MILEAGE REIMBURSEMENT Mr. Bingham reminded Board members that the Board's policy for mileage reimbursement of personal autos used for Board business is the IRS mileage rate. The IRS mileage rate increased from 56 to 58.5 cents per mile, effective January 1, 2022.
- MEETINGS No Meetings Scheduled for January 2022
- BILL APPROVALS Mr. Overmyer moved to pay the bills. (Attached) Seconded by Dr. Jackson. Motion carried.

Next Meeting Date February 8, 2022 at 5:30 p.m.

Being no further business, the meeting was adjourned.

Respectfully Submitted,

Gerald W. Bingham, MPH, REHS  
Health Commissioner  
Secretary

Debbie Hymore-Tester  
Board President



# 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	\$ 93.66	Level 1>25,000 Sq Ft	\$128.75
Level 2<25,000 Sq Ft	\$103.63	Level 2>25,000 Sq Ft	\$134.73
Level 3<25,000 Sq Ft	\$184.56	Level 3>25,000 Sq Ft	\$439.73
Level 4<25,000 Sq Ft	\$230.02	Level 4>25,000 Sq Ft	\$465.25
Mobile RFE/FSO			\$56.07
Temporary Retail Food Establishment/Day			\$42.88
Temporary Food Service Operation/Day			\$42.88
Vending Machine Location			- 0 -

**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 11<sup>th</sup> 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

**Then & Now Invoices  
January 2022**

<b><u>Obligation Date</u></b>	<b><u>Date Encumbered / Purchase Order</u></b>	<b><u>Name</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
11/11/2021	1/11/2022	Local Public Health Services Consortium (LPHSC)	2022 Clinic Electronic Medical Systems/Billing	\$8,037.00
12/16/2021	1/11/2022	Public Entities Pool	2022 Health Department Insurance	\$4,514.00
12/27/2021	1/11/2022	Treasurer, State of Ohio	COVID Grant Reimbursement	\$4,894.48

# BILLS PAID

## JANUARY 2022

AMAZON CAPITAL SERVICES, INC. SUPPLIES FOR DECEMBER	\$720.99	MERCK PROQUAD RHA	\$2,450.76
AOHC AOHC 2022 DUES	\$853.25	MERCK GARDASIL	\$2,485.45
AOHC SKILLSOFT TRNG - 2022	\$120.00	MERCK PROQUAD	\$2,450.76
BIHN TRAVEL - DECEMBER	\$48.16	NATIONAL ASSOC OF LOCAL NALBOH 2022 DUES	\$200.00
BINGHAM TRAVEL - DECEMBER	\$2.24	NIESE TRAVEL - DECEMBER	\$15.68
BROWN MEETING SUPPLIES	\$29.98	NIKOLAJEV WPCLF EPA REFUND	\$2,000.00
BROWN TRAVEL - DECEMBER	\$101.92	OHIO DIVISION OF REAL ESTATE BURIAL PERMIT	\$10.00
CENTER FOR DISEASE DETECTION, FP LAB FEES - DEC	\$25.00	OTTAWA COUNTY COMMISSIONERS IT SERVICES-JANUARY	\$67.23
CONCORDANCE HEALTHCARE SUPPLIES FOR DECEMBER	\$384.54	OVERMYER BOARD MTG 01/11/22	\$80.00
CROWELL TRAVEL - DECEMBER	\$66.08	PERRY PROTECH COPIER SERVICE FOR 01/22	\$161.50
DANIELS TRAVEL - DECEMBER	\$6.72	PERRY PROTECH OVERAGE & FINAN CHG 12/21	\$87.25
DEERHAKE BOARD MTG 01/11/22	\$80.00	PERRY PROTECH OVERAGE FOR 11/21	\$161.74
FACER TRAVEL - DECEMBER	\$287.84	PUBLIC ENTITIES POOL OF OHIO PUBLIC ENTITIES POOL INS.	\$4,514.00
FIRELANDS REGIONAL MEDICAL DRG SCRNS CROWELL	\$45.00	QUILL CORPORATION SUPPLIES - DECEMBER	\$269.96
FOX TRAVEL - DECEMBER	\$71.68	QUILL CORPORATION SUPPLIES - NOVEMBER	\$96.23
GELDIEN WPCLF EPA REFUND	\$200.00	REED WPCLF EPA REFUND	\$200.00
HEIN TRAVEL - DECEMBER	\$238.00	RIVERVIEW INDUSTRIES, INC. CUST. SERV FOR 12/21	\$807.21
HYMORE-TESTER BOARD MTG 01/11/22	\$80.00	RUSH TRAVEL - DECEMBER	\$68.32
JACKSON BOARD MTG 01/11/22	\$80.00	SANDATA TECHNOLOGIES HOME PRO SERVICES-JAN	\$125.00
JEFF KURAS EXCAVATING, LLC SEWAGE SYSTEM WPCLF	\$16,807.50	SANOFI PASTEUR, INC. PREVNAR	\$2,447.30
KROGER SUPPLIES - DECEMBER	\$7.03	SANOFI PASTEUR, INC. TUBERSOL	\$234.65
LOCAL PUBLIC HEALTH SRVS 2022 IMM. BILLING	\$8,037.00	SCHRAMM BOARD MTG 01/11/22	\$80.00
MCCLOSKEY TRAVEL - DECEMBER	\$23.52	SCHRINER SRVCS 01/07/22	\$100.00
MERCK VACCINE PAYMENT CORRECTIO	\$15.00	ST JOHN WPCLF EPA REFUND	\$170.00

TREASURER, STATE OF OHIO	\$976.00
4TH QTR WATER CERTS	
TREASURER, STATE OF OHIO	\$12,587.00
FIN AUDIT FY19-20	
TREASURER, STATE OF OHIO	\$8,924.48
4TH QTR VITAL STATS 2021	
TREASURER, STATE OF OHIO	\$1,437.00
4TH QTR SEWAGE CERTS	
TREASURER, STATE OF OHIO	\$84.00
4TH QTR RFE FEES	
TREASURER, STATE OF OHIO	\$56.00
4TH QTR FSO FEES	
TREASURER, STATE OF OHIO	\$110.00
4TH QTR CAMP CERTS	
TREASURER, STATE OF OHIO	\$4,894.48
UNSPENT COVID GRANT FUNDS	
UNITED METAL FABRICATORS, INC.	\$10,764.87
EXAM TABLES	
UNITED PARCEL SERVICE	\$128.96
SERVICES FOR 01/22	
UNITED PARCEL SERVICE	\$167.50
SERVICES FOR 11-12/21	
UNITED PARCEL SERVICE	\$79.11
SERVICES FOR 12/21	
VERIZON WIRELESS	\$388.21
CELL PHONES	
WITTMAN	\$34.16
TRAVEL - DECEMBER	