

RESOLUTION D-2022
AUTHORIZING THE USE OF CREDIT CARDS BY THE HAMILTON COUNTY BOARD OF HEALTH AND PROVIDING GUIDELINES FOR THE USAGE OF SAME

The Board of Health of the Hamilton County General Health District met in regular session on April 11, 2022 with the following members present:

Mark A. Rippe, President
Elizabeth A. Kelly M.D., Vice President
James Brett
Dan Meloy
Tracey A. Puthoff, Esq.

Present - Remote
Present
Present
Present
Present

Ms. Puthoff

moved for adoption of the following resolution

WHEREAS, Section 301.27 of the Ohio Revised code authorizes the usage of County-held credit cards; and

WHEREAS, the Hamilton County Board of Health is desirous of using credit cards for the following work-related expenses ("Approved Expenses"):

- Food Expenses;
- Transportation Expenses;
- Gasoline and oil expenses for vehicles owned or leased by the County;
- Motor vehicle maintenance expenses for vehicles owned or leased by the County;
- Motor vehicle repair expenses for vehicles owned or leased by the County;
- Telephone Expenses;
- Lodging Expenses;
- Internet Service Provider Expenses
- Webinar Expenses; and
- In the case of a public children services agency, certain expenses for children in the agency's temporary or permanent care; and
- The expenses for purchases of automatic or electronic data processing or record-keeping equipment, software, or services; and

WHEREAS, late charges or finance charges are typically not permitted unless authorized by the Board of Health; and

WHEREAS, credit cards may not be used to avoid the proper procurement of items or services; and

WHEREAS, it is a violation of Ohio law to use a county credit card for any use other than Approved Expenses; and

WHEREAS, the Finance Officer has confirmed by evidence of their signature on the usage document that they are solely responsible for the credit card and its usage; and

WHEREAS, the Finance Officer also understands the responsibilities as described in O.R.C. 301.27 and agrees to monitor the usage of the credit cards and promptly notify the Board of Health of any change(s) that needs to be made to the estimate.

NOW THEREFORE, BE IT RESOLVED by the Board of Health of Hamilton County, Ohio that Hamilton County Public Health is hereby authorized to use:

Hamilton County Public Health Mastercard

05/22

2932

BE IT FURTHER RESOLVED, that the authorization for the use of the credit card(s) is granted for Approved Expenses and the funds for the payment of the charges incurred are budgeted in the current years appropriation and the expense incurred are budgeted in the current year's appropriation and the expense will be charged to the appropriate organization cost accounts (OCA) and object level 3a. All OCA's could be charged and OBJ3's could be 609-Small office equipment; 611 – Office supplies; 614- Computer software; 625-Other operating supplies; 630 – Drugs & medical supplies; 749-Travel reimbursement (for conferences); 752-Postage; 910-Contractual services; and 912-Subscriptions & memberships; and

BE IT FURTHER RESOLVED that to resolve finance and late payment charges incurred in 2021 that must be resolved to continue use of the card, such payment is authorized by the Board of Health on this one-time only basis in 2022; and

BE IT FURTHER RESOLVED that the Clerk of this Board be and is hereby authorized and directed to certify copies of this resolution to Jeffrey Aluotto, County Administrator; JoAnn Cramer, Purchasing Director; Health Commissioner Greg Kesterman; and Dusty Rhodes, County Auditor.

Dr. Kelly seconded the resolution; upon roll call, the vote was as follows:

Mark A. Rippe, President

Yes

Elizabeth A. Kelly M.D., Vice President

Yes

James Brett

Yes

Dan Meloy

Yes

Tracey A. Puthoff, Esq.

Yes

Mark A. Rippe

Mark A. Rippe, President

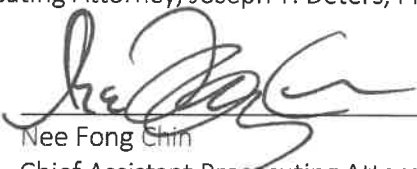
4/11/2022

Date

Attest: 
Greg Kesterman, Health Commissioner

4/11/2022
Date

This resolution was approved as to form by the office of the Hamilton County
Prosecuting Attorney, Joseph T. Deters, Prosecutor.

By: 
Nee Fong Chin
Chief Assistant Prosecuting Attorney

April 11, 2022
Date