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To: Chief Fiscal Officers of State Agencies, Boards, and Commissions

From: Nancy Dragani 
Executive Director
Ohio Emergency Management Agency

Date: November 3, 2009

Subject: Costs Associated with H1N1 Response

In an effort to maintain historical data on the response costs to the current H1N1 pandemic, we are requesting that your agency take efforts to track associated costs and report them back to the Ohio Emergency Management Agency. These costs include, but are not limited to, personnel costs for individuals performing additional duties related to the pandemic, vaccine distribution costs, related supplies, and personal protection (i.e. sanitizer, gloves, tissues, masks, etc.). The Ohio Emergency Management Agency will then compile the total reported throughout the state and provide on a weekly basis the information in the Governor's H1N1 situation report. Not only does this provide one source for potential media requests on cost, but it also allows for historical data to be captured for the entire state. Furthermore, if federal funding happens to become available for reimbursement of H1N1 costs then it will be important to have costs already tracked and documented.

Each fiscal office will need to determine if they have any related costs and develop their method for tracking this information. Some options could be the use of a reporting category or agency use code in OAKS. Starting November 11, 2009, we are requesting that the previous week's costs be transmitted every Wednesday to the Ohio Emergency Management Agency via e-mail to Stacie Kitchen, Ohio EMA Business Manager/Fiscal Branch Chief (slkitchen@dps.state.oh.us) using the following categories:

Personnel Costs (i.e. regular time, overtime, etc.)	XXX
Personal Protection Related Costs	XXX
Vaccine Related Distribution Costs	XXX
Related Supplies/Other/Miscellaneous	XXX

The first report on November 11, 2009 should include costs from October 28, 2009 to November 6, 2009, and then each subsequent report should just include the previous week's costs. If you have any questions please feel free to contact Stacie Kitchen at (614) 889-7175.

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."