

**District Health Department No. 2  
Board of Health Meeting  
Faith Alive Church  
2945 Hansen Road  
West Branch, MI 48661  
Monday, January 25, 2021  
8:30 a.m.**

**ROLL CALL OF BOARD MEMBERS:** Dutcher, Gauthier, McCauley (Telephone), O'Farrell, Small, Surbrook, Varner, Vaughn

**STAFF PRESENT:** Denise Bryan (Health Officer); Tim LeForce (Finance Administrator); Scott Izzo (Community Health Director, Epi), Heather LeForce (Community Health Director/DON), Cori Upper (Emergency Preparedness Director), Devin Spivey (Community Health Director/Epi), Ron Corrigan (IT Analyst/Director), Jamie Pagels (Community Health Director), Dr. Mark Hamed (Medical Director), Cliff Church, (AFSCME Union President)

The meeting was called to order by Jay O'Farrell, Board Chair at 8:35 a.m.

**Approval of Agenda**

**Motion made by Dutcher and seconded by Varner to approve the agenda.**

All Ayes/Motion Passed

**Open to the Public:** No comments were made.

**Election of Board of Health Officers**

**Motion was made by Varner to nominate O'Farrell as Board Chair.**

All Ayes/Motion Passed

**\*Motion was made by McCauley to nominate Varner as Board Vice-Chair.**

**\*Motion was made by O'Farrell to nominate Dutcher as Board Vice-Chair.**

**\*A confidential vote was a tie. Varner became Board Vice-Chair after coin toss.**

All Ayes/Motion Passed

**Water Supply Advisory Committee Appointments**

**Varner volunteered to serve on the Water Supply Advisory Committee (WSAC) for District Health Department No. 2.**

**Food Advisory Committee Appointments**

**Varner volunteered to serve on the Food Advisory Committee for District Health Department No. 2.**

**Waste Water Advisory Committee**

**Dutcher volunteered to serve on the Wastewater Advisory Committee for District Health Department No. 2**

**Board of Health Meeting 2021 Dates**

**Motion made by Dutcher and seconded by Gauthier to approve the 2021 Board of Health meeting dates.**

All Ayes/Motion Passed

**Approval of Minutes**

**Motion made by Dutcher and seconded by Vaughn to accept the minutes from the December 14, 2020 Board of Health meeting.**

All Ayes/Motion Passed

**Motion made by Dutcher and seconded by Varner to accept the minutes from the December 28, 2020 Board of Health Finance meeting.**

All Ayes/Motion Passed

### Approval of Expenditures

**Motion made by Varner and seconded by Dutcher to approve the December 5 – 31, 2020 expenditures of \$534,272.48.**

Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

**Motion made by Dutcher and seconded by Vaughn to approve the January 1 – 19, 2021 expenditures of \$106,991.76.**

Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

### Approval of Accounts Payables

**Motion made by Dutcher and seconded by Gauthier to approve the accounts payable of \$88,533.25.**

Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

### Department Updates:

#### Community Chief Health Strategist

- COVID updates: 1) Phase 1B opened November 11, 2021, 2) Vaccine shortfall, 3) Mass vaccination clinics update.
- Introduced all leadership team members, background and role responsibility.
- Annual Environmental Health meetings.

#### Financial Updates

- Cash Balance as of 1-22-21: \$1,678,855.74

#### Continuous Quality Improvement

- Health Officer requested Cori Upper, Emergency Preparedness Director, substitute for her at MALPH meetings if needed. Board approved.

#### Old Business (None)

#### New Business

##### Lease Agreement: Northeast MI Community Mental Health Authority

**Motion made by Varner and seconded by Dutcher to approve the presented lease agreement between District Health Department No. 2 (DHD2) and Northeast Michigan Community Mental Health Authority (NeMCMHA) for rent of two (2) office spaces at the DHD2 Harrisville Office.**

Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

##### Lease Agreement: Northeast Michigan Community Service Agency (NEMSCA)

**Motion made by Gauthier and seconded by Dutcher to approve the continuation of the lease agreement between District Health Department No. 2 (DHD2) and NEMSCA.**

Roll Call: Dutcher: Yes, Gauthier: Abstained, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Abstained, Vaughn: Yes/**Motion Passed**

##### Chemical Banking Account Signer Adjustments

**Motion made by Dutcher and seconded by Small to approve Scott Izzo, Community Health Director be added to all four (4) bank accounts. Conversely, it is recommended that Holly Campbell, former Deputy Health Officer and Don Hatchew, former IT Director be removed from the four (4) accounts.**

Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

**Non-Paid Leave for Probationary Employee**

**Motion made by Dutcher and seconded by Varner to approve a new employee of four (4) months to take an unpaid leave of absence for surgery starting February 8, 2021. Employee would need approximately four (4) weeks off. Employee would also be responsible for paying their own insurance per the CBA.**

Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

**Commissioners Comments:**

- Dutcher: Commended District Health Department No. 2 for all their hard work during the COVID crisis. Suggested radio updates and senior assistance.
- Varner: Commended District Health Department No. 2 for all their hard work during the COVID crisis. Also, received a complaint regarding rudeness of a State contact tracer.
- Gauthier: Expressed his concerns of people not being able to see their loved ones who are in nursing homes. Dr. Hamed felt that if everyone has been vaccinated, he would not see a problem of visiting, but this would be up to the long-term care facility since they make the rules.

**Open to the Public:**

No comments were made.

**Adjourned**

**Motion made by Dutcher and supported by Gauthier to adjourn at 10:45 a.m.**

All Ayes/**Motion Passed**