

**District Health Department No. 2  
Board of Health Meeting  
Video Conferencing  
Monday, March 22, 2021  
8:30 a.m.**

**ROLL CALL OF BOARD MEMBERS:** Dutcher (Tawas), Gauthier (Excused) McCauley (Mio), O'Farrell (Excused), Small, (Harrisville), Surbrook (Excused), Varner (Mio), Vaughn (West Branch)

**STAFF PRESENT:** Denise Bryan (Health Officer); Tim LeForce (Finance Administrator); 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), Shelia Tenwalde (Finance), Lori Ann Clover (Finance), Connie Shaw (Finance)

The meeting was called to order by Chuck Varner, Vice-Board Chair at 8:40 a.m.

**Approval of Agenda**

- **Motion made by Dutcher and seconded by Vaughn to approve the agenda.**  
All Ayes/Motion Passed

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

**Approval of Minutes**

- **Motion made by Dutcher and seconded by Small to accept the minutes from the February 22, 2021 Board of Health meeting.**  
All Ayes/Motion Passed

**Approval of Expenditures**

- **Motion made by Dutcher and seconded by Small to approve the expenditures of \$520,674.61.**  
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 Small to approve the accounts payable of \$95,423.79.**  
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/Motion Passed

**Guest Presenter: Cindy Scott, CPA, Stephenson & Company, P.C.: 2019/2020 Audit Report**

- **Motion made by Dutcher and seconded by Small to receive and file the 2019/2020 Annual Audit Report.**  
Roll Call: Dutcher: Yes, McCauley Yes, Small: Yes, Varner: Yes, Vaughn: Yes/Motion Passed

**Department Updates:**

**Community Chief Health Strategist**

- COVID Updates. 1) Health Officer received a nice Alcona County letter commending District Health Department No. 2 on COVID responding. Mass vaccination clinics priority focus and three (3) vaccines will all be available to all people sixteen (16) and older on April 5<sup>th</sup>.
- Vulnerable populations outreach under way.
- PFAS update. RAB meeting March 24, 2021.

### **Financial Updates**

- Cash balance as of 3/17/21: \$1,614,285.45.
- Mobile unit purchased on 2/24/21. Total purchase: \$99,780, all grant monies. Board approved up to \$100,000.
- Audit presentation, no findings, great job to Finance team.

### **Continuous Quality Improvement**

- IT presentation by Corrigan. Network, transitions and planning for telephone transition next.
- Planning summer all staff picnic, updates and celebration date to be determined.

### **Old Business**

- **Renewal of Harrisville Building Lease**  
**Motion made by Dutcher and seconded by Vaughn to approve the renewal of the Harrisville building lease with the City of Harrisville.**  
Roll Call: Dutcher: Yes, McCauley Yes, Small: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

### **New Business**

- **Michigan Northeast Community Service Agency (NEMSCA) Lease Agreement**  
**Motion made by Dutcher and seconded by Small to approve the continuation of the lease agreement between District Health Department No. 2 (DHD2) and NEMSCA with Health Officer Bryan having the ability to adjust the lease in terms of termination date as necessary up to December 31, 2021.**  
Roll Call: Dutcher: Yes, McCauley Yes, Small: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**
- **Extension – Temporary, Part-Time, Contracted Case Investigators and Contact Tracers**  
**Motion made by Dutcher and seconded by Small to approve the extension of temporary, part-time, contractual COVID Investigators and Contact Tracers to assist with weekend and holiday case coverage as well as mass vaccination efforts.**  
Roll Call: Dutcher: Yes, McCauley Yes, Small: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

### **Commissioners Comments**

- **Dutcher:** Shared kudos and appreciation to District Health Department No. 2 for well-organized event. Applause/marvelous job.
- **Varner:** Universal – positive comments on District Health Department No. 2 at vaccination clinics. Excellent customer service and clinics were effective and efficient. No complaints recorded. Well done!

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

### **Adjourned**

- **Motion made by Dutcher and supported by Small to adjourn at 10:18 a.m.**  
**All Ayes/Motion Passed**