

**District Health Department No. 2
Board of Health Meeting
Eagle Pointe Plaza
415 E. Main Street
Hale, MI
Monday, April 26, 2021
8:30 a.m.**

ROLL CALL OF BOARD MEMBERS: Dutcher (Iosco County), Gauthier (Alcona County/Excused at 10:00 am) McCauley (Oscoda County), O'Farrell (Iosco County), Small (Ogemaw County), Surbrook (Iosco County), Varner (Oscoda County/Excused), Vaughn (Ogemaw County)

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), Dr. Mark Hamed (Medical Director/Teams), Cliff Church, (AFSCME Union President), Lori Ann Clover (Finance)

The meeting was called to order by Jay O'Farrell, Board Chair at 8:30 a.m.

Approval of Agenda

- **Motion made by Dutcher and seconded by McCauley to approve the agenda with addition.**
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 March 22, 2021 Board of Health meeting.**
All Ayes/Motion Passed

Approval of Expenditures

- **Motion made by Dutcher and seconded by McCauley to approve the expenditures of \$345,211.05.**
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Vaughn: Yes/Motion Passed

Approval of Accounts Payables

- **Motion made by Dutcher and seconded by Gauthier to approve the accounts payable of \$101,407.48.**
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Vaughn: Yes/Motion Passed

Presentation: Leadership Award

- Leadership Award 2020 was given to Health LeForce, Community Health Director/Director of Nursing

Department Updates

Community Chief Health Strategist

- COVID updates regarding case notes, and vaccine administration. Additionally, plan for 16 – 17 year old's, homebound and vulnerable populations.
- PFAS/RAB update

Financial Updates

- Cash balance as of 4/17/21: \$2,316,310.43.
- Six (6) month budget review.

Continuous Quality Improvement

Old Business

- **MERS Update**

Finance Administrator gave update.

New Business

- **Transition to HR Director**

Motion made by Dutcher and seconded by Surbrook to approve a motion to move current position of full time Administrative Assistant/HR Administrator (education requirement: high school diploma) to be elevated to full time HR Director (education requirement: bachelor's degree in Human Resources) salary exempt, at will position.

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

Board of Health Orientation

- Health Officer went over the commissioners 2021 Orientation Manual and took the commissioners on a tour of District Health Department No. 2's mass vaccination clinic.

Commissioners Comments: No comments were made.

Open to the Public: No comments were made.

Adjourned

- **Motion made by Dutcher and supported by Surbrook to adjourn at 10:25 a.m.**
All Ayes/Motion Passed