

**District Health Department No. 2  
Board of Health Meeting  
Video Conferencing  
Monday, May 24, 2021  
8:30 a.m.**

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

**STAFF PRESENT:** Denise Bryan (Health Officer); Tim LeForce (Finance Administrator); Cliff Church, (AFSCME Union President); Val Sherosky (Administrative Assistant)

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 Gauthier 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 April 26, 2021 Board of Health meeting with corrections.**  
All Ayes/Motion Passed

**Approval of Expenditures**

- **Motion made by Surbrook and seconded by Gauthier to approve the expenditures of \$365,518.74.**  
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes/Motion Passed

**Approval of Accounts Payables**

- **Motion made by Dutcher and seconded by Surbrook to approve the accounts payable of \$89,628.12.**  
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes/Motion Passed

**Department Updates:**

**Community Chief Health Strategist**

- COVID updates regarding case notes and vaccine administration
- MI-OSHA emergency rules to be released today.
- Economy issue – fast food hiring at \$15.00 and likely inflation ahead.

**Financial Updates**

- Cash balance as of 5/14/21: \$2,555,909.08.

**Continuous Quality Improvement**

- All staff infection control inservice including COVID-19 updates and HIPAA training

**Old Business:** None

**New Business**

**Administrative Assistant Position**

- **Motion made by Dutcher and seconded by Surbrook to post and hire the Administrative Assistant position.**  
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes/Motion Passed

- **Renewal of Iosco Building Lease**  
**Motion made by Surbrook and second by Varner to approve the renewal of a two (2) year lease of the Iosco building with Iosco County. The rent was increased to \$1,500.00 to be paid every quarter.**  
**Roll Call: Dutcher: Abstained, Gauthier: Yes, McCauley Yes, O'Farrell: Abstained, Small: Yes, Surbrook: Yes, Varner: Yes/Motion Passed**
- **Non-Paid Leave for Probationary Employee**  
**Motion made by Varner and second by Dutcher to approve a new employee of three (3) weeks to take an unpaid leave of absence due to a non-work-related injury dating back to April 26, 2021. Unpaid leave approval requested through May 31, 2021. Employee does not have health insurance per the AFSCME CBA/has not worked their thirty (30) days.**  
**Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes/Motion Passed**
- **Non-Paid Leave for Non-Probationary Employee**  
**Motion made by Dutcher and second by Small to approve a salary exempt employee who is ineligible for FMLA to take an unpaid leave of absence of approximately four (4) weeks starting May 17, 2021 and ending June 4, 2021. Employee would be responsible for paying their own insurance per the Management Charter.**  
**Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes/Motion Passed**
- **Approval of Revised Leadership Charter 2021-2022**  
**Motion made by Dutcher and second by Gauthier to approve the revised Leadership Charters for 2021-2022**  
**Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes/Motion Passed**

**Commissioners Comments**

- Dutcher: Thinks it's a good idea that MDHHS launches biomonitoring project to assess Michigan firefighter PFAS exposure.

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

**Adjourned**

- **Motion made by Dutcher and supported by Small to adjourn at 9:50 a.m.**  
**All Ayes/Motion Passed**