

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

**ROLL CALL OF BOARD MEMBERS:** Commissioner Dutcher (DHD2 Tawas), Commissioner Gauthier (Excused) Commissioner McCauley (DHD2 Mio), Commissioner O'Farrell (DHD2 West Branch), Commissioner Small (DHD2 Harrisville), Commissioner Surbrook (DHD2 West Branch), Commissioner Varner (Offsite-Remote), Commissioner Vaughn (DHD2 West Branch)

**STAFF PRESENT:** Denise Bryan (Health Officer); Cliff Church (AFSCME Union President); Connie Shaw (Administrative Assistant); Tim LeForce (Finance Administrator); Devin Spivey (Epi/Community Health Director); Rose Stachlewicz (Human Resources)

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

**Approval of Agenda**

- **Motion made by Surbrook and seconded by Varner to approve the agenda with amendments**  
All Ayes/**Motion Passed**

**Open to the Public:** No comments

**Approval of Minutes**

- **Motion made by Dutcher and seconded by Surbrook to accept the minutes from the September 27, 2021, Board of Health meeting.**  
All Ayes/**Motion Passed**

**Approval of Expenditures**

- **Motion made by Dutcher and seconded by Varner to approve the expenditures of \$439,780.24.**  
Roll Call: Dutcher: Yes, Gauthier: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes/**Motion Passed**

**Approval of Accounts Payables**

- **Motion made by Surbrook and seconded by Dutcher to approve the accounts payable of \$78,530.98.**  
Roll Call: Dutcher: Yes, McCauley: Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Vaughn: Yes, Varner: Yes/**Motion Passed**

**Department Updates:**

Moment of silence for those who have died of COVID-19.

**Community Chief Health Strategist:**

MDHHS – Issued public health advisory for indoor masking on 11/19/2021. Boosters for all 18 and older recently approved. Hospitals are short staffed and near capacity. Sixty pediatric hospitalizations at this time.

Looking at options for new Alcona County building.

Mi-Thrive: Community needs assessment work continues.

Safe sleep gift packages available to new moms in the Oscoda office of DHD2 provided from local partner Children Protection Counsel.

PFAS remediation efforts regarding removal of impacted soil.

Staff evaluations for 2021/2022 paused by Health Officer and Board of Health due to pandemic and will resume with 2022/2023, with 360 evaluations considered for 2023.

**Financial Updates**

Cash balance as of 11/15/21 - \$3,004,383.99

Single audit programs selected: Misc. COVID fundings, WIC, WIC Breastfeeding.

**Old Business:** None.

**New Business**

### Close for Annual All Staff In-Service

- **Motion made by Dutcher and seconded by Surbrook to approve the attached proposal for closing offices for annual all staff in-services.**

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

### Continuation of Stephenson & Co., P.C. Agreement

- **Motion made by Dutcher and seconded by Vaughn to approve the five-year renewal agreement with Stephenson & Co., P.C.**

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

### Northeast Michigan Community Service Agency (NEMCSA) Head Start Lease Agreement

- **Motion made by Surbrook and seconded by Dutcher to approve the continuation of the lease agreement between District Health Department No. 2 and NEMCSA Head Start.**

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

### Northeast Michigan Community Service Agency (NEMCSA) Lease Agreement

- **Motion made by Dutcher and seconded by Surbrook to approve the continuation of the lease agreement between District Health Department No. 2 and NEMCSA.**

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

### Huntington Banking Account Signer Adjustments

- **Motion made by Dutcher and seconded by Surbrook to approve District Health Department No. 2 adding Rose Stachlewicz (Human Resources) and Connie Shaw (Administrative Assistant) to the four (4) District Health Department No. 2 Huntington bank accounts as signers. Also, removing Val Sherosky, former Administrative Assistant from the four (4) District Health Department No. 2 Huntington bank accounts as a signer.**

Roll Call: Dutcher: 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 Surbrook to approve Thirty (30) days nonpaid leave for probationary employee. Employee to pay benefits costs and will not accumulate seniority during leave per charter.**

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

### Health Officer Annual Evaluation

- **Motion made by O'Farrell and seconded by Surbrook to approve the annual evaluation with a two percent (2%) wage increase retroactive to October 1, 2021.**

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

### Correspondence

- Thank You Card from Executive Team at Coalition of H.O.P.E.
- Thank You Letter from University of Michigan School of Public Health
- Harmful Algal Bloom Has Been Identified on Van Etten Lake, According to DHD2
- Isolation and Quarantine Reminders for COVID-19
- Questions Posed, Input Shared on Van Etten Lake Cleanup Plan
- Clark's Marsh Removal Action to Begin
- Increase of Cases Lead to Isolation, Quarantine Reminders for COVID-19
- Rural Counties Drive Covid Infections
- PFAS Action Response Team to Update Residents
- DHD2 Gives Update on Van Etten Lake Algal Bloom

### Commissioners Comments:

Commissioner Surbrook: Inquired if DHD2 utilizes feedback from staff at evaluation time? Health Officer detailed new employee feedback survey is utilized Advisory Staff Committee (ASC) will resume in 2022. 360 evaluations will be considered for 2023.

Commissioner Dutcher: Thanked the Health Officer for her vision and dedication to bringing in energetic and dedicated new leaders and building up a strong management team. Iosco County has started to follow this plan.

### Open to the Public: No Comments

### Adjourned

- **Motion made by Surbrook and seconded by Dutcher to adjourn at 10:08 a.m.**  
All Ayes/**Motion Passed**