

**District Health Department No. 2
Board of Health Meeting
Eagle Pointe Plaza
415 East Main Hale, Michigan, 48739
Monday, March 28, 2022
8:30 a.m.**

ROLL CALL OF BOARD MEMBERS: Commissioner Dutcher (Present), Commissioner Gauthier (Excused) Commissioner McCauley (Present), Commissioner O'Farrell (Present), Commissioner Small (Present), Commissioner Surbrook (Present), Commissioner Varner (Present), Commissioner Vaughn (Present at 9:15am)

STAFF PRESENT: Denise Bryan (Health Officer); Devin Spivey (Deputy Health Officer); Connie Shaw (Administrative Director); Cori Upper (Environmental Health Director); Rose Stachlewicz (Human Resources); Scott Izzo (Epi/Community Health Director); Heather LeForce (DON/Community Health Director); Cliff Church (AFSCME Union President)

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

Approval of Agenda

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

Open to the Public: No comments

Approval of Minutes

- **Motion made by Commissioner Dutcher and seconded by Commissioner Small to accept the minutes from the January 22, 2022, Board of Health meeting.**
All Ayes/Motion Passed
- **Motion made by Commissioner Dutcher and seconded by Commissioner Small to accept the minutes from the February 28, 2022, Board of Health meeting.**
All Ayes/Motion Passed

Approval of Expenditures

- **Motion made by Commissioner Varner and seconded by Commissioner Dutcher to approve the expenditures of \$471,698.84 for February 22, 2022.**
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes/Motion Passed
- **Motion made by Commissioner Dutcher and seconded by Commissioner Small to approve the expenditures of \$285,215.43 for March 28, 2022.**
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes/Motion Passed

Approval of Accounts Payables

- **Motion made by Commissioner Dutcher and seconded by Commissioner McCauley to approve the accounts payable of \$8,518.31 for February 28, 2022, and 87,609.89 for March 28, 2022**
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes/Motion Passed

Department Updates

Finance:

- Mileage reimbursement concerns rising if gas prices continue to climb. Cost study to be completed using federal mileage rates of .58.5 cents per mile, revisit at April Board of Health Meeting.
- Seeking two grants. CHW funding (\$240,000) and Endowment funding (\$500,000)

Community Chief Health Strategist:

- Annual leadership award, awarded to Scott Izzo, Community Health Director/Epidemiologist
- National Well-Being Institute: Capstone Conference in Washington DC. for the Health Officer April 9th through April 12th, 2022.
- Rural Health Conference April 28th and 29th, 2022, in Mount Pleasant. Dr. Hamed and Health Officer are on the planning committee.
- Landmark opioid settlement: Michigan to receive nearly \$800 million, half earmarked for local governments. Money to start flowing to state/local governments second or third quarter of 2022.
- Narcan distribution to schools with coalition
- Training for Nurse Practitioner to expand access for clients for Long-Acting Reversible Contraceptives (LARC) throughout the district.

- March 4th boil water advisory issued for Oscoda Township due to loss in pressure in water system.
- Luzerne PFAS Investigation: All samples to this point are non-detect.

Continuous Quality Improvement:

- Coordinate functionality of HR/Staff benefits and onboarding/offboarding with finance and IT, additionally create audits and checks and balances.
- March 3rd, 2022, met with Michigan Ground Water Association to discuss water supply program items. CQI and follow up meeting to follow

Old Business:

- Revised BOH Meeting Schedule
Motion made by Commissioner Dutcher and seconded by Commissioner Small to approve the revised BOH meeting schedule
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

- Receive and File Financial Audit Reports
Motion made by Commissioner Varner and seconded by Commissioner Dutcher to the receipt and filing of the financial audit reports presented by Cindy Scott at the February meeting
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

Renewal of Employee Assistance Program

- **Motion made by Commissioner Dutcher and seconded by Commissioner Surbrook to approve the renewal of the agency Employee Assistance Program (EAP) for the 2022 renewal year at the cost of \$2,230.00 annually.**
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

Adoption of the Signature Authority Policy: Health Officer as Official Signer for DHD2:

- **Motion made by Commissioner Varner and seconded by Commissioner Vaughn to approve the Health Officer as the official authorized signer for all contracts per the Signature Authority Policy.**
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

Vacation Policy

- **Motion made by Commissioner Dutcher and seconded by Commissioner Small to approve a new policy limiting vacation time to two (2) week consecutive days maximum unless approved by the Health Officer.**
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

Four (4) Position Plan

- **Motion made by Commissioner Dutcher and seconded by Commissioner Small to approve positions as recommended by the Health Officer: Create Full Time Emergency Preparedness Coordinator Grade 9 Union Position, Maintain Part Time Maintenance Grade 2 Union Position, Explore Finance Manager (Associates degree) or Finance Director (Bachelor's degree), Explore IT Manager or IT Director in Coordination with Contracted IT support.**
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

Harrisville Building Purchase Seeking Engineer/Architecture Plans

- **Motion made by Commissioner Dutcher and seconded by Commissioner Varner to approve seeking Engineer/Architecture plans for 117 E. Main St., Harrisville, Michigan.**
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

Type II Water Sampling Contract

- **Motion made by Commissioner Varner and seconded by Commissioner Dutcher to approve rescinding the bidding/contract for Type II water sampling contract.**
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

Environmental Health Fee Schedule Update

- **Motion made by Commissioner Varner and seconded by Commissioner Dutcher to approve the Environmental Health Fee Schedule as presented with noted exception to the water supply fees at this time; all other fees effective April 4th, 2022.**
Roll Call: Dutcher: Yes, McCauley Yes, O'Farrell: Yes, Small: Yes, Surbrook: Yes, Varner: Yes, Vaughn: Yes/**Motion Passed**

New Business

Septic Permit Extension for Wounded Warriors Project

- **Motion made by Commissioner Surbrook and seconded by Commissioner Dutcher to approve one time permit extension request for Wounded Warriors project in Harrisville, Alcona County until December 31, 2022.**