District Health Department No. 2
Board of Health Meeting Minutes
Hale Eagle Pointe Plaza, 415 E. Main St. Hale, MI 48739
Monday, June 24, 2024
8:30 a.m.

ROLL CALL OF BOARD MEMBERS: Commissioner Jagst (Present), Commissioner Johnston (Present), Commissioner Dutcher (Present), Commissioner O'Farrell (Excused), Commissioner Simmons (Present), Commissioner Mayhew (Present), Commissioner McCauley (Present), Commissioner Handrich (Excused)

STAFF PRESENT: Denise Bryan (Health Officer); Connie Shaw (Administrative Director); Cori Upper (Environmental Health Director); Elisa Dack (Community Health Director/KOHA); Judy Greer (Finance Consultant); Anthony Spiot (Finance Director); Abigail Jones (Union President)

The meeting was called to order by Vice Board Chair Commissioner Simmons at 8:31 a.m.

Approval of Agenda

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

Open to the Public:

- None

Approval of Minutes

- **Motion made by Commissioner Dutcher and seconded by Commissioner Jagst to accept the minutes from the May 20, 2024, Board of Health Meeting.**
  All Ayes/Motion Passed

Approval of Expenditures

- **Motion made by Commissioner Dutcher and seconded by Commissioner Jagst to approve the expenditures of $336,282.24 for May 16 through May 31, 2024.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Johnston: Yes/**Motion Passed**
- **Motion made by Commissioner Dutcher and seconded by Commissioner McCauley to approve the expenditures of $128,990.18 for June 1 through June 15, 2024.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Johnston: Yes/**Motion Passed**

Approval of Accounts Payables

- **Motion made by Commissioner Dutcher and seconded by Commissioner McCauley to approve the accounts payable of $136,870.54**
  Roll Call: Jagst: Yes, Dutcher: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Johnston: Yes/**Motion Passed**

Old Business:

- None

New Business

Kindergarten Oral Health Seasonal Contract Fee Changes

- **Motion made by Commissioner Dutcher and seconded by Commissioner McCauley to approve removing the "cap rate" set at $320.00/day for clinical services and $280.00/day for case management. Also, adding an additional rate of pay for travel of $30.00 hour.**

Graveless Chamber System Policy

- **Motion made by Commissioner Dutcher and seconded by Commissioner Jagst to approve the elimination of the proprietary graveless chamber policy statement.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Johnston: Yes/**Motion Passed**

Huntington and Northland Banking Account Signer Adjustments

- **Motion made by Commissioner Dutcher and seconded by Commissioner Jagst to approve adding Anthony Spiot, Finance director as an authorized signer to four (4) accounts with Huntington Bank and one (1) account with Northland Community Credit Union.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Johnston: Yes/**Motion Passed**

Recreate a Full Time Program Coordinator (Finance) Position Grade 9a and Eliminate a Vacant Full Time Senior Bookkeeper Grade 6 Position

- **Motion made by Commissioner Dutcher and seconded by Commissioner McCauley to approve posting a full time Program Coordinator (Finance) position, nonexempt, AFSCME position. Seeking a bachelor prepared candidate with accounting experience. One vacant full-time grade 6 Senior Bookkeeper position would be eliminated.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Johnston: Yes/**Motion Passed**

Annual Policy/Procedures Review and Approval

- **Motion made by Commissioner Dutcher and seconded by Commissioner Jagst to approve the Conflict of Interest/Donations, Professional Appearance, Freedom of Information (FOIA), Employee Evaluations, Visitor and Safety and Security Workplace, Response to Client Feedback and Concerns, Workers Compensation, and Health Meeting/Workplace polices as presented.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Johnston: Yes/**Motion Passed**

Correspondence:

- None

Commissioners Comments:

- Commissioner Jagst attended the Michigan Association of Counties last week and shared that two ballot initiatives Citizens for Local Choice and Ax the Tax didn't receive enough support/votes to be put on the ballot.
- Commissioner Simmons stated that she was very pleased with the new Harrisville office and that the hard work and dedication from staff was seen during the grand opening.

Open to the Public:

- None

Adjourned

- **Motion made by Commissioner Dutcher and seconded by Commissioner Jagst to adjourn at 9:48 am.**
  All Ayes/**Motion Passed**

Brenda Simmons, Vice Board Chair

Denise M. Bryan, MPA, Administrative Health Officer

Connie Shaw, Recording Secretary