District Health Department No. 2
Board of Health Meeting Minutes
District Health Department No. 2 – West Branch Office
630 Progress St. West Branch, MI 48661
Monday, May 20, 2024
8:30 a.m.

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

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

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

Approval of Agenda

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

Open to the Public:

- None

Approval of Minutes

- **Motion made by Commissioner McCauley and seconded by Commissioner Handrich to accept the minutes from the April 22, 2024, Board of Health Meeting.**
  All Ayes/Motion Passed

Approval of Expenditures

- **Motion made by Commissioner Simmons and seconded by Commissioner Jagst to approve the expenditures of $ 341,253.04 for April 16 through May 15, 2024.**
  Roll Call: Jagst: Yes, O'Farrell: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Approval of Accounts Payables

- **Motion made by Commissioner McCauley and seconded by Commissioner Handrich to approve the accounts payable of $71,103.21 (including $7,133.34 in Homeland Security Grant fiduciary payments).**
  Roll Call: Jagst: Yes, O'Farrell: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Old Business:

- **Motion made by Commissioner McCauley and seconded by Commissioner Simmons to receive and file the leadership PTO bank audit report and subsequently remove the requirement that "each year the employee must use at least half of their PTO". Allow two (2) employees due to the cap and amount of error until the end of the calendar year to get banks below the cap. Lastly, Health Resources Advocate to receive an additional forty (40) hours of PTO on August 1, 2024.**
  Roll Call: Jagst: Yes, O'Farrell: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

New Business

Unpaid Leave for One (1) Full Time Non-Probationary Employee

- **Motion made by Commissioner Jagst and seconded by Commissioner Mayhew to approve a leave of absence for up to thirty (30) days for an employee who has a serious health condition.**
  Roll Call: Jagst: Yes, O'Farrell: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Policy Review and Approval

- **Motion made by Commissioner McCauley and seconded by Commissioner Handrich to approve the American with Disabilities Act, Smoke and Vape Free Workplace, Outside Employment, Personnel Files and Info, Payroll Time Reporting Procedures, Signature Authority, Vacation, Front Office, Safety/Unusual Incident Report, and the Informational Technology policies as presented.**
  Roll Call: Jagst: Yes, O'Farrell: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Environmental Health RV and Outbuilding Septic System Sizing

- **Motion made by Commissioner McCauley and seconded by Commissioner Jagst to approve for formal adoption of the minimum sizing criteria for onsite sewage systems for recreational vehicles (RV) and outbuildings as presented.**
  Roll Call: Jagst: Yes, O'Farrell: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Annual Report

- **Motion made by Commissioner Handrich and seconded by Commissioner McCauley to receive and file the Annual Report 2022-2023.**
  Roll Call: Jagst: Yes, O'Farrell: Yes, Simmons: Yes, Mayhew: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Correspondence:

- Notice of Assessment, Taxable Valuation and Property Classification for New Harrisville Building.

Commissioners Comments:

- Commissioner Jagst wanted to share information about a group called Ax the Tax which is working on a ballot initiative to eliminate property taxes for Michigan properties and utilize the sin taxes. In his opinion this will decimate Townships and Counties. Commissioners discussed other concerns for rural areas such as mileage tax.

Open to the Public:

- None

Adjourned

- **Motion made by Commissioner Handrich and seconded by Commissioner Simmons to adjourn at 10:17 a.m.**
  All Ayes/**Motion Passed**

Jay O'Farrell, Board Chair

Denise M. Bryan, MPA, Administrative Health Officer

Connie Shaw, Recording Secretary