District Health Department No. 2
Board of Health Meeting Minutes
Hale Eagle Pointe Plaza
415 E. Main Hale, Michigan 48739
Monday, February 24, 2025
8:30 a.m.

ROLL CALL OF BOARD MEMBERS: Commissioner Jagst (Present), Commissioner Johnston (Present), Commissioner Dutcher (Present), Commissioner Hardy (Present), Commissioner Surbrook (Present), Commissioner Scott (Present), Commissioner McCauley (Present), Commissioner Handrich (Present)

STAFF PRESENT: Denise Bryan (Health Officer); Devin Askwig (Deputy Health Officer); Connie Shaw (Administrative Director); Tony Spiot (Finance Director); Cori Upper (Environmental Health Director); Director/EPI); Abigail Jones (Union President)

The meeting was called to order by Board Chair Commissioner Dutcher at 8:30 am.

Approval of Agenda

- **Motion made by Commissioner Scott and seconded by Commissioner Surbrook to approve the agenda with a correction to the meeting date from February 24, 2024, to February 24, 2025.**
  All Ayes/Motion Passed

Open to the Public:

- None

Approval of Minutes

- **Motion made by Commissioner Scott and seconded by Commissioner Surbrook to accept the minutes from January 27, 2025, Board of Health Meeting.**
  All Ayes/Motion Passed

Approval of Expenditures

- **Motion made by Commissioner McCauley and seconded by Commissioner Handrich to approve the expenditures of $307,772.92 as of February 19, 2025.**
  Roll Call: Jagst: Yes, Johnston: Yes, Dutcher: Yes, Hardy: Yes, Surbrook: Yes, Scott: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Approval of Accounts Payables

- **Motion made by Commissioner Surbook and seconded by Commissioner Scott to approve the accounts payable of $253,911.75 which includes $144,294.78 in Homeland Security fiduciary funds.**
  Roll Call: Jagst: Yes, Johnston: Yes, Dutcher: Yes, Hardy: Yes, Surbrook: Yes, Scott: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Old Business:

- None

New Business

Revised Organizational Chart for 2025

- **Motion made by Commissioner Surbrook and seconded by Commissioner Jagst to approve the revised 2025 organization chart.**
  Roll Call: Jagst: Yes, Johnston: Yes, Dutcher: Yes, Hardy: Yes, Surbrook: Yes, Scott: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Annual Policy/Procedure Review and Approval

- **Motion made by Commissioner Johnston and seconded by Commissioner Scott to the 2025 General Operating Policy/Procedures.**
  Roll Call: Jagst: Yes, Johnston: Yes, Dutcher: Yes, Hardy: Yes, Surbrook: Yes, Scott: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Correspondence

- None

Commissioner's Comments:

- None

Open to the Public:

- None

Adjourned

- **Motion made by Commissioner Handrich and seconded by Commissioner Surbrook to adjourn at 9:36am.**
  All Ayes/**Motion Passed**

Terry Dutcher, Board Chair

Denise M. Bryan, MPA, Administrative Health Officer

Connie Shaw, Recording Secretary