District Health Department No. 2
Board of Health Meeting Minutes
District Health Department No. 2 – Harrisville Office
117 E. Main Harrisville, MI 48740
Monday, July 28, 2025
8:30 a.m.

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

STAFF PRESENT: Denise Bryan (Health Officer); Devin Askwig (Deputy Health Officer); Tony Spiot (Finance Director); Cori Upper (Environmental Health Director); Elisa Dack (Community Health Director/KOHA); Scott Izzo (Community Health Director/EPI); Heather LeForce (Community Health Director/DON); Deb Laird (Community Health Director); Abigail Jones (Union President)

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

Approval of Agenda

- **Motion made by Commissioner Hardy 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 Handrich and seconded by Commissioner McCauley to accept the minutes from June 23, 2025, Board of Health Meeting.**
  All Ayes/Motion Passed

Approval of Expenditures

- **Motion made by Commissioner Surbrook and seconded by Commissioner Hardy to approve the expenditures of $382,817.13**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Hardy: Yes, Handrich: Yes, McCauley: Yes/**Motion Passed**

Approval of Accounts Payables

- **Motion made by Commissioner Jagst and seconded by Commissioner Surbrook to approve the accounts payable of $146,632.68 (including 103,059.35 Homeland Security Fiduciary Funds).**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Hardy: Yes, Handrich: Yes, McCauley: Yes/**Motion Passed**

Leadership Award celebration and honoring of Nancy Flynn!

Old Business:

- **None**

New Business

Receive and file the 2024 Annual Communicable Disease Report

- **Motion made by Commissioner Surbrook and seconded by Commissioner McCauley to receive and file the 2024 annual Communicable Disease Report.**
  All Ayes/Motion Passed

Partial Well Permit Fee Refund

- **Motion made by Commissioner Jagst and seconded by Commissioner Surbrook to approve a partial refund of $137.50 for the duplicate issuance of a well permit for a property located in Ogemaw County.**

Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Hardy: Yes, Handrich: Yes, McCauley: Yes/**Motion Passed**

Purchase and Installation of Printer/Copier for West Branch Office; Purchasing Service Agreement for West Branch and Continuing Service Agreement for Harrisville, Mio, and Tawas.

- **Motion made by Commissioner Surbrook and seconded by Commissioner Handrich to approve the purchase and installation from Miller Office Machines of a BizHub C451i w/DS-713 document feeder in the West Branch office; Purchasing a service agreement for West Branch and continuing an existing service agreement for Harrisville, Mio, and Tawas utilizing Public Health Infrastructure grant monies.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Hardy: Yes, Handrich: Yes, McCauley: Yes/**Motion Passed**

Renew Four (4) Certificate of Deposit (CD) for a Three (3) Month Term with an Annual Percentage Rate (APR) of 3.55%.

- **Motion made by Commissioner Hardy and seconded by Commissioner Surbrook to approve renewing four (4) CDs at an APR of 3.55% at Huntington Bank.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Hardy: Yes, Handrich: Yes, McCauley: Yes/**Motion Passed**

Corrective Action Plan for Defined Benefit Pension System

- **Motion made by Commissioner Jagst and seconded by Commissioner Hardy to approve the Corrective Action Plan (CAP) as required for compliance with the Michigan Department of Treasure-Defined Pension System Form 5598.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Hardy: Yes, Handrich: Yes, McCauley: Yes/**Motion Passed**

Fiscal 2026 Budget

- **Motion made by Commissioner Surbrook and seconded by Commissioner Hardy to approve the proposed budget for fiscal year 2026.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Hardy: Yes, Handrich: Yes, McCauley: Yes/**Motion Passed**

County Appropriations Increase

- **Motion made by Commissioner Hardy and seconded by Commissioner Jagst to approve District Health Department No. 2 to request an increase to the County Appropriations in the amount of 10% per County for the fiscal year 2026.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Hardy: Yes, Handrich: Yes, McCauley: Yes/**Motion Passed**

Correspondence

- Oscoda Township Sanitary Sewer Overflow
- Safety recall – Chrysler Van
- 1010 Technology Service Rate Increase

Commissioner's Comments:

- Commissioner Surbrook thanked Scott Izzo for participating on the Ogemaw Opioid Advisory Board. RFPs released. Commissioner Dutcher added that MAC is a fantastic resource as well.

Open to the Public:

- None

Adjourned

- **Motion made by Commissioner Handrich and seconded by Commissioner McCauley to adjourn at 10:03am.**
  All Ayes/**Motion Passed**

Mark Surbrook, Vice Board Chair

Denise M. Bryan, MPA, Administrative Health Officer/Recorder