District Health Department No. 2
Board of Health Meeting Minutes
District Health Department No. 2 – West Branch
630 Progress St. West Branch, MI 48661
Monday, March 24, 2025
8:30 a.m.

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

STAFF PRESENT: Denise Bryan (Health Officer); Connie Shaw (Administrative Director); Tony Spiot (Finance Director); 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 8:34 am.

Approval of Agenda

- **Motion made by Commissioner Scott 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 Scott and seconded by Commissioner Surbrook to accept the minutes from February 24, 2025, Board of Health Meeting.**
  All Ayes/Motion Passed

Approval of Expenditures

- **Motion made by Commissioner Surbrook and seconded by Commissioner Handrich to approve the expenditures of $283,809.56**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Scott: Yes, Handrich: Yes/**Motion Passed**

Approval of Accounts Payables

- **Motion made by Commissioner Surbook and seconded by Commissioner Jagst to approve the accounts payable of $46,256.54.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Scott: Yes, Handrich: Yes/**Motion Passed**

Presentation

- Nathan Miller, Stephenson & Company P.C. 2023/2024 Audit Report. Mr. Miller presented the commissioners with a presentation and provided Single Audit Reports Year Ended September 30, 2024, and presented Auditors Report Year Ended September 30, 2024

Old Business:

- None

New Business

Immunization Fees for FY 2025

- **Motion made by Commissioner Surbrook and seconded by Commissioner Jagst to approve the immunization fee schedule as presented for fiscal year 2025.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Scott: Yes, Handrich: Yes/**Motion Passed**

Annual Policy/Procedure Review and Approval

- **Motion made by Commissioner Surbrook and seconded by Commissioner Handrich to approve the Social Media, Workplace Violence Prevention, and Harassment and Discrimination Prevention Policies as presented.**
  Roll Call: Jagst: Yes, Dutcher: Yes, Surbrook: Yes, Scott: Yes, Handrich: Yes/**Motion Passed**

Correspondence

- None

Commissioner's Comments:

- Commissioner Dutcher congratulated the Finance team on the audit and that he appreciates three and a half months revenue in the bank.
- Commissioner Surbrook commented that he was glad to see a health fund balance, especially amongst the uncertain times we are facing and that Medicaid cuts affect Public Service for those in need.
- Commissioner Jagst commented that the group Ax My Tax is still active and working hard to get on the ballot, more information to follow.
- Commissioner Scott commented that things work out and he doesn't think that in times of change it is necessary to be fearful.

Open to the Public:

- None

Adjourned

- **Motion made by Commissioner Jagst and seconded by Commissioner Handrich to adjourn at 9:44am.**
  All Ayes/**Motion Passed**

Terry Dutcher, Board Chair

Denise M. Bryan, MPA, Administrative Health Officer

Connie Shaw, Recording Secretary