Board of Health Meeting Minutes
DHD2 West Branch Office
630 Progress St. West Branch, MI 48661
Monday, January 26, 2026
8:30 a.m.

ROLL CALL OF BOARD MEMBERS: David Jagst; (Present), Craig Johnston; (Present), Terry Dutcher; (Present), Alexander Hardy; (Present), Mark Surbrook; (Present), Craig Scott; (Present), Tom McCauley; (Present), Ted Handrich; (Present)

STAFF PRESENT: Denise Bryan (Health Officer); Devin Askwig (Deputy Health Officer); Connie Shaw (Administrative Director); Cori Upper (Environmental Health Director); Anthony Spiot (Finance Director); Deb Laird (Community Health Director); Heather LeForce (Community Health Director/DON); and Elisa Dack (Community Health Director/KOHA)

The meeting was called to order by Denise M. Bryan, MPA, Health Officer, at 8:30am.

Election of Officers for Board of Health

The Health Officer opened the floor for nominations of officers. A motion was made by Commissioner Hardy and seconded by Commissioner Scott to nominate Commissioner Dutcher as Board Chair. Commissioner Dutcher accepted the nomination.
Roll Call: Hardy: Yes Surbrook: Yes, Scott: Yes, McCauley: Yes, Handrich: Yes, Dutcher: Yes, Johnston: Yes, Jagst: Yes/**Motion Passed**

Commissioner/Chair Dutcher took over leading the Board of Health meeting.

Commissioner Surbrook was nominated as Vice Chair by Commissioner Scott and seconded by Commissioner Jagst. Commissioner Surbrook accepted the nomination.
Roll Call: Hardy: Yes Surbrook: Yes, Scott: Yes, McCauley: Yes, Handrich: Yes, Dutcher: Yes, Johnston: Yes, Jagst: Yes/**Motion Passed**

Committee Appointments

Water Supply Advisory Committee Appointments

Commissioners Jagst and Surbrook were appointed to serve on the Water Supply Advisory Committee (WSAC) for DHD2.

Food Advisory Committee Appointments

Commissioners Surbrook and Hardy were appointed to serve on the Food Advisory Committee for DHD2.

Wastewater Advisory Committee

Commissioners Dutcher and Johnston were appointed to continue serving on the Wastewater Advisory Committee for DHD2.

Open to the Public:

- None.

Approval of Agenda

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

Approval of Minutes:

Motion made by Commissioner Surbrook and seconded by Commissioner McCauley to accept the minutes from the November 24, 2025, Board of Health meeting.
All Ayes/**Motion Passed**

Approval of Expenditures:

Motion made by Commissioner Surbrook and seconded by Commissioner Handrich to receive and file December payables approved by Commissioner Surbook on December 18, 2025 in the amount of $279,692.49 (which included $8,025.00 in Homeland Security fiduciary funds).
Roll Call: Hardy: Yes, Dutcher Yes, Scott: Yes, Surbrook: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Motion made by Commissioner Hardy and seconded by Commissioner Jagst to receive and file the bank reconciliation as of December 31, 2025.
Roll Call: Hardy: Yes, Dutcher Yes, Scott: Yes, Surbrook: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Motion made by Commissioner McCauley and seconded by Commissioner Johnston to receive and file program expense review as of quarter end December 31, 2025.
Roll Call: Hardy: Yes, Dutcher Yes, Scott: Yes, Surbrook: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Motion made by Commissioner Handrich and seconded by Commissioner Surbrook to approve the January expenditures in the amount of $330,297.26.
Roll Call: Hardy: Yes, Dutcher Yes, Scott: Yes, Surbrook: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Motion made by Commissioner Jagst and seconded by Commissioner Hardy to approve the accounts payable for January in the amount of $239,831.82 (which includes $153,870.49 in Homeland Security fiduciary funds).
Roll Call: Hardy: Yes, Dutcher Yes, Scott: Yes, Surbrook: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Board of Health Annual Conflict of Interest Statement

The Board of Health Conflict of Interest Statement was shared and signed

Old Business:

- No old business.

New Business:

Approval to Waive Radon Test Kit Fee for the Month of January

Motion made by Commissioner Hardy and seconded by Commissioner Jagst to approve the waiver of the $5.00 radon test kit fee for participants who donate a canned good, effective for the month of January and continuing every January thereafter, with all donated items to be distributed to a local food pantry.
Roll Call: Surbrook: Yes, Dutcher: Yes, Jagst: Yes, Handrich: Yes, Johnston: Yes, Scott: No, Hardy: Yes, McCauley: Yes,

Approval of 2026 Board Meeting Schedule

Motion made by Commissioner Surbrook and seconded by Commissioner McCauley to approve the 2026 Board of Health Meeting Schedule.

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

Receive and File 2026 Services Directory

Motion made by Commissioner Hardy and seconded by Commissioner Jagst to receive and file the 2026 Services Directory.
Roll Call: Jagst: Yes, Johnston: Yes, Hardy: Yes, Scott: Yes, Surbrook: Yes, McCauley: Yes, Dutcher: Yes, Handrich: Yes/**Motion Passed**

Position Change: Full Time Nurse Practitioner or Physician Assistant to Part Time

Motion made by Commissioner Surbrook and seconded by Commissioner Handrich to approve a motion to have District Health Department No. 2's full time nurse practitioner or physician assistant (grade 11) position changed to a part time nurse practitioner or nurse assistant (grade 11) position.
Roll Call: Johnston,: Yes, Jagst: Yes, Hardy: Yes, Dutcher Yes, Scott: Yes, Surbrook: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Commissioner's Comments:

- Commissioner Scott commented that garnering public opinion on proposals and holding public comment periods and public hearings are important and appreciated—not only for transparency, but also because they provide an opportunity for the public and stakeholders to share input with elected officials. Expressed a wish that more members of the public understood the purpose of these sessions and participated in them before criticizing public officials.
- Commissioner Surbrook mentioned the increased IRS reimbursement rate for travel to .72.5 cents per mile.

Open to the Public:

- None

Correspondence:

- Iosco County Health Department Alternate Institutional Control
- Notice of Award for Special Projects
- Grant Termination letter

Adjourned

Motion made by Commissioner Scott and seconded by Commissioner Surbrook to adjourn at 10:13 a.m.
All Ayes/**Motion Passed**

Terry Dutcher, Board Chair

Denise M. Bryan MPA
Denise M. Bryan, MPA, Health Officer

Connie Shaw, Recording Secretary