District Health Department No. 2
Board of Health Meeting Minutes
DHD2 – West Branch Office
630 Progress St. West Branch, Michigan 48661
Monday, March 23, 2026
8:30 a.m.

ROLL CALL OF BOARD MEMBERS: Commissioner Jagst (Excused), Commissioner Johnston (Present), Commissioner Dutcher (Excused), 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); Connie Shaw (Administrative Director); Tony Spiot (Finance Director); Scott Vaughn (Union Vice President)

The meeting was called to order by Vice Board Chair Commissioner Surbrook at 8:33 am.

Approval of Agenda

- **Motion made by Commissioner Hardy and seconded by Commissioner Handrich 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 Johnston to accept the minutes from February 23, 2026, Board of Health Meeting.**
  All Ayes/**Motion Passed**

Approval of Expenditures

- **Receive and File the February 28, 2026 Bank Reconciliation, as presented.**
  All Ayes/**Motion Passed**

- **Motion made by Commissioner Handrich and seconded by Commissioner Johnston to approve the February expenditures.**
  Roll Call: McCauley: Yes, Handrich: Yes, Surbrook: Yes, Hardy: Yes, Johnston: Yes/**Motion Passed**

Approval of Accounts Payables

- **Motion made by Commissioner McCauley and seconded by Commissioner Hardy to approve the accounts payable of $111,910.75 which includes $8,025.00 in Homeland Security fiduciary funds.**
  Roll Call: Johnston: Yes, Hardy: Yes, Surbrook: Yes, Handrich: Yes, McCauley: Yes/**Motion Passed**

Presentation by Cindy Scott, Stephenson & Company P.C. 2024/2025 Single Audit Report

- **Motion made by Handrich and seconded by Commissioner Hardy to receive and file the single audit report as presented by Cindy Scott, Stephenson & Company P.C. 2024/2025.**
  Roll Call: Surbrook: Yes, Hardy: Yes, Handrich: Yes, Johnston: Yes, McCauley: Yes

Old Business:

- None

New Business

Fiscal Year 2026 Amended Budget

- **Motion made by Commissioner Handrich and seconded by Commissioner Hardy to approve the amended FY 25/26 budget as presented.**
  Roll Call: Johnston: Yes, Surbrook: Yes, Handrich: Yes, McCauley: Yes, Handrich: Yes/**Motion Passed**

Environmental Health Non-Community Alteration Permit Fees

- **Motion made by Commissioner Hardy and seconded by Commissioner McCauley to approve the Environmental Health Non-Community Alteration Permit Fees of $110. and $210. if a site visit is required.**
  Roll Call: Scott: Yes, Hardy: Yes, Jagst: Yes, McCauley: Yes, Handrich: Yes, Surbrook: Yes, Dutcher: Yes/**Motion Passed**

Oral Health Preventative Service Fee

- **Motion made by Commissioner Hardy and seconded by Commissioner Handrich to set oral health preventive services fees at $2.00 above the highest reimbursable rate, rounded up to the nearest dollar per charge.**
  Roll Call: McCauley: Yes, Handrich: Yes, Surbrook: Yes, Hardy: Yes, Johnston: Yes/**Motion Passed**

Divest Prudential Stock and Transfer Proceeds to Agency Cash Funds

- **Motion made by Commissioner Hardy and seconded by Commissioner Handrich to approve the divestment of all 91 shares of Prudential common stock with the proceeds being transferred to the agency's cash fund.**
  Roll Call: Hardy: Yes, Handrich: Yes, Surbrook: Yes, McCauley: Yes, Johnston: Yes/**Motion Passed**

Short-Term Certificate of Deposit (CD) Investment

- **Motion made by Commissioner Johnston and seconded by Commissioner McCauley to approve an initial investment of $200,000, followed by a secondary investment of $300,000. Thirty (30) days later, to create a laddered maturity structure using short-term certificates of deposit (CDs) with Huntington Bank. Each CD will have a term of three (3) months, earning interest at the current market rate for a three-month term.**
  Roll Call: Surbrook: Yes, Handrich: Yes, Johnston: Yes, Hardy: Yes, McCauley: Yes/**Motion Passed**

Investment of funds into MI-Class

- **Motion made by Commissioner Surbrook and seconded by Commissioner Hardy to approve the investment of idle operating funds through diversified investments in accordance with the DHD2 Investment Policy as outlined:**
  - **Investing $600,000. In MI-Class Standard Investment with a daily rate of 3.743%**
  - **Investing $300,000. In MI-Class Edge Investment with a daily rate of**

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

Unpaid Leave for One (1) Full Time Employee

- **Motion made by Commissioner McCauley and seconded by Commissioner Johnston to approve one (1) full-time employee an unpaid leave of absence of up to one (1) hour for an absence for personal reasons.**
  Roll Call: Johnston: Yes, Handrich: Yes, Hardy: Yes, McCauley: Yes, Surbrook: Yes/**Motion Passed**

Non-Precedent Setting Utilization of Grant Monies Covering Employee Licenses/Registrations AFSCME MOU

- **Motion made by Commissioner Hardy and seconded by Commissioner Handrich to approve the Health Officer and Board Chair entering into a non-precedent setting Memorandum of Understanding with AFSCME to allow**

utilizing recently received grant monies in the amount of $2,300. to fund employee licenses and/or registrations.
Roll Call: Johnston: Yes, Handrich: Yes, Hardy: Yes, McCauley: Yes, Surbrook: Yes/**Motion Passed**

Annual Policy/Procedure Review and Approval

- **Motion made by Commissioner McCauley and seconded by Commissioner Johnston to approve the following policies as presented:** Americans with Disabilities Act (ADA), Employment Recruitment Selection and Appointment, Conflict of Interest Outside Employment Donations and Solicitations, Personnel Files and Information, Procedures and Standards – Employee Rules of Conduct, Drug Alcohol Tobacco and Smoke Free Workplace, Harassment and Discrimination, Pregnant Workers Fairness Act, Attendance Door Entry Work Hours and Time Reporting, Information Technology and Cybersecurity, Equipment Receipt and Responsibilities, Use of Artificial Intelligence (AI) Social Media, Fire Safety, and Environmental Health Refund.
  Roll Call: McCauley: Yes, Surbrook: Yes, Hardy: Yes, Handrich: Yes, Johnston: Yes/**Motion Passed**

Correspondence

- Public Notice – 01 Huron Drive-Alcona Twp.
- Notice to Local Unit(s) of Government of Land Use Restrictions
- Spring 2026 Provider Update

Commissioner's Comments:

- Commissioner Johnston shared that Alcona County is planning to apply for a paramedicine grant and will likely request a letter of support around June 2026. He also noted that response during the recent ice storm was positive, and that he was very thankful.

Open to the Public:

- None

Adjourned

- **Motion made by Commissioner Handrich and seconded by Commissioner Hardy to adjourn at 10:36 am.**
  All Ayes/**Motion Passed**

Mark Surbrook, Vice Board Chair

Denise M. Bryan, MPA, Administrative Health Officer

Connie Shaw, Recording Secretary