District Health Department No. 2
Board of Health Meeting Minutes
Hale Eagle Pointe Plaza
415 E. Main Street Hale, MI 48739
Monday, June 22, 2026
8:30 a.m.

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

STAFF PRESENT: Denise Bryan (Health Officer); Devin Askwig (Deputy Health Officer); Connie Shaw (Administrative Director); Cori Upper (Environmental Health Director); Heather LeForce (Community Health Director/DON); Rachel Arnett (Program Coordinator); Deb Laird (Community Health Director; Lisa Rankine (Program Coordinator); Abigail Jones (Union President)

The meeting was called to order by Board Chair Commissioner Dutcher at 8:31 am.

Approval of Agenda

- **Motion made by Commissioner Handrich 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 McCauley and seconded by Commissioner Handrich to accept the minutes from May 18, 2026, Board of Health Meeting.**
  All Ayes/**Motion Passed**

Approval of Expenditures

- **Motion made by Commissioner Hardy and seconded by Commissioner Jagst to receive and file the Bank Reconciliation Summary as of May 31, 2026.**
  Roll Call: Handrich: Yes, McCauley: Yes, Jagst: Yes, Hardy: Yes, Dutcher: Yes/**Motion Passed**

- **Motion made by Commissioner Hardy and seconded by Commissioner McCauley to approve the expenditures in the amount of $245,886.67.**
  Roll Call: Jagst: Yes, Handrich: Yes, Dutcher: Yes, McCauley: Yes, Hardy: Yes/**Motion Passed**

Approval of Accounts Payables

- **Motion made by Commissioner McCauley and seconded by Commissioner Handrich to approve the accounts payable in the amount of $85,921.58, which includes $8,025.00 in Homeland Security Fiduciary Funds.**
  Roll Call: Hardy: Yes, Handrich: Yes, Dutcher: Yes, Jagst: Yes, McCauley: Yes/**Motion Passed**

Old Business:

West Branch Facility Lease update from Health Officer and Matthew Tarrant, Attorney

- **Motion made by Commissioner Hardy and seconded by Commissioner McCauley to approve moving forward with lease negotiations and making a good faith payment for calendar year 2025 in the amount of $1,200.00 and payment for 2026 in the amount of $900. Heather Officer will work with Board Chair and attorney to finalize lease.**
  Roll Call: Jagst: Yes, Hardy: Yes, McCauley: Yes, Handrich: Yes, Dutcher: Yes/**Motion Passed**

New Business

Receive and File FY 2025 Annual Report

- **Motion made by Commissioner Hardy and seconded by Commissioner Jagst to receive and file the FY2025 Annual Report as presented.**
  Roll Call: Dutcher: Yes, Jagst: Yes, Hardy: Yes, Handrich: Yes, McCauley: Yes/**Motion Passed**

Receive and file the Summer 2026 Provider Update

- **Motion made by Commissioner Jagst and seconded by Commissioner McCauley to receive and file the Summer 2026 Provider update as presented.**
  Roll Call: Jagst: Yes, McCauley: Yes, Handrich: Yes, Hardy: Yes, Dutcher: Yes/**Motion Passed**

Unpaid Leave Leave for One (1) Full Time Probationary Employee

- **Motion made by Commissioner Hardy and seconded by Commissioner Handrich to approve 2.5 hours of unpaid leave of absence for one full time probationary employee.**
  Roll Call: Dutcher: Yes, Hardy: Yes, Handrich: Yes, McCauley: Yes, Hardy: Yes/**Motion Passed**

Add One (1) Grade Four Part-Time Secretary/Hearing and Vision Technician position and rescind One (1) Part Time Grade two Secretary Vacant Position

- **Motion made by Commissioner McCauley and seconded by Commissioner Handrich to approve adding one (1) part-time AFSCME Secretary/Hearing and Vision Technician position and rescind one (1) part-time vacant secretary position.**
  Roll Call: Hardy: Yes, Jagst: Yes, McCauley: Yes, Dutcher: Yes, Handrich, Yes/**Motion Passed**

County Appropriation Increase

- **Motion made by Commissioner Hardy and seconded by Commissioner Jagst to approve DHD2 to request an increase to the County appropriations in the amount of three (3) percent per county beginning October 1, 2026.**
  Roll Call: Handrich: Yes, Dutcher: Yes, McCauley: Yes, Jagst: Yes, Hardy, Yes/**Motion Passed**

Short-Term Certificate of Deposit (CD) Investment

- **Motion made by Commissioner Jagst and seconded by Commissioner Handrich to approve an investment of $200,000.00 (plus earned interest as of 6/22/2026), followed by a secondary investment of $300,000.00 (plus earned interest as of 7/24/2026), in 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: Handrich: Yes, Jagst: Yes, Hardy: Yes, Dutcher: Yes, McCauley, Yes/**Motion Passed**

DHD2 Investment Strategy

- **Motion made by Commissioner Hardy and seconded by Commissioner McCauley to approve the DHD2's investment committee recommendation for investing idle operating funds with diversified invested funds in accordance with DHD2 investment policy. Investing $400,000.00 in MI-Class Standard investment.**
  Roll Call: Hardy: Yes, Jagst: Yes, McCauley: Yes, Dutcher: Yes, Handrich, Yes/**Motion Passed**

Revised Organization Chart FY 2026

- **Motion made by Commissioner Jagst and seconded by Commissioner Hardy to approve the revised FY 2026 Organizational Chart as presented.**
  Roll Call: Dutcher: Yes, Hardy: Yes, Handrich: Yes, Jast: Yes, McCauley, Yes/**Motion Passed**

Rescind DHD2 Internal Guidance for Graveless Chambers and Geosynthetic Aggregate Systems

- **Motion made by Commissioner Hardy and seconded by Commissioner McCauley to approve rescinding the 2001/2002 Board of Health approved internal guidance policies related to graveless chambers and geosynthetic aggregate systems.**
  Roll Call: McCauley: Yes, Jagst: Yes, Hardy: Yes, Dutcher: Yes, Handrich, Yes/**Motion Passed**

HIPAA Security Policy Manual

- **Motion made by Commissioner McCauley and seconded by Commissioner Hardy to approve the HIPAA Security policies and procedures as presented**
  Roll Call: Handrich: Yes, Dutcher: Yes, McCauley: Yes, Jagst: Yes, Hardy, Yes/**Motion Passed**

Annual Policy Review and Approval

- **Motion made by Commissioner Hardy and seconded by Commissioner McCauley to approve the following policies as presented: Health Meeting Policy, Professional Boundaries, Preventative Maintenance, Two Factor Authentication, and the Catastrophic Sick Leave Policy. Additionally, the Telecommuting policy will be rescinded.**
  Roll Call: Jast: Yes, Hardy: Yes, Dutcher: Yes, McCauley: Yes, Handrich, Yes/**Motion Passed**

Correspondence

- None

Commissioner's Comments:

- Commissioner Hardy stated that he highly recommends that everyone reads the proposed final decision issued by Law Judge James Varchetti regarding the sale of Michigan dams.
- Strategic Planning: Health Officer Bryan engaged the Commissioners in a review of the current Strategic Plan and the updating of the new multi year Strategic Plan. Commissioners input of different ways to measure success of our DHD2 mission along with identifying needs of our communities and benefits of Public Health services.

Open to the Public:

- None

Adjourned

- **Motion made by Commissioner Handrich and seconded by Commissioner Hardy to adjourn at 10:52am.**
  All Ayes/**Motion Passed**

Terry Dutcher, Board Chair

Denise M. Bryan, MPA, Health Officer

Connie Shaw, Recording Secretary