District Health Department No. 2
Board of Health Meeting Minutes
Eagle Pointe Plaza
415 E. Main St. Hale, MI 48739
Monday September 28, 2026
8:30 a.m.

ROLL CALL OF BOARD MEMBERS: Commissioner Jagst (Excused), Commissioner Johnston (Present), 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); Dr. Hamed (Medical Director); Connie Shaw (Administrative Director); Cori Upper (Environmental Health Director); Anthony Spiot (Finance Director); Abigail Jones (Union President)

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

Approval of Agenda

- **Motion made by Commissioner Handrich and seconded by Commissioner Surbrook 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 Hardy to accept the minutes from August 24, 2026, Board of Health meeting.
  All Ayes/**Motion Passed**

Approval of Expenditures

- Motion made by Commissioner Hardy and seconded by Commissioner Johnston to receive and file the Bank Reconciliation summary as presented as of August 31, 2026.
  Roll Call: Handrich: Yes, McCauley: Yes, Scott: Yes, Hardy: Yes, Dutcher: Yes, Surbrook: Yes, Johnston, Yes/**Motion Passed**

- Motion made by Commissioner Surbrook and seconded by Commissioner McCauley to approve the expenditures in the amount of $290,592.33.
  Roll Call: Scott: Yes, Surbrook: Yes, Handrich: Yes, Johnston: Yes, Dutcher: Yes, McCauley: Yes, Hardy: Yes/**Motion Passed**

Approval of Accounts Payables

- Motion made by Commissioner Johnston and seconded by Commissioner Surbrook to approve the accounts payable in the amount of $249,201.78, which includes $136,461.69 in Homeland Security Fiduciary Funds.

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

Old Business: None

New Business

Heather Officer Evaluation Score Change

- Motion made by Commissioner Hardy and seconded by Commissioner McCauley to increase the score from a three (3) to a four (4) in the Staff Appraisal and Professional Development category of the Health Officer evaluation.
  Roll Call: Johnston: Yes, Scott: Yes, McCauley: Yes, Handrich: Yes, Hardy: Yes, Surbrook: Yes, Dutcher: Yes/**Motion Passed**

Heather Officer Annual Evaluation

- Motion made by Commissioner Hardy and seconded by Commissioner McCauley to accept and file the Health Officer Evaluation and defer consideration of the Health Officer's salary increase until after AFSCME negotiations, with the Health Officer receiving the same percentage increase as leadership with retroactive pay back to October 1, 2026.
  Roll Call: Johnston: Yes, Scott: Yes, McCauley: Yes, Handrich: Yes, Hardy: Yes, Surbrook: Yes, Dutcher: Yes/**Motion Passed**

Receive and File Fall 2026 Provider Update

- Motion made by Commissioner Surbrook and seconded by Commissioner Hardy to receive and file the 2026 Fall Provider Update as presented.
  Roll Call: Johnston: Yes, Scott: Yes, McCauley: Yes, Handrich: Yes, Hardy: Yes, Surbrook: Yes, Dutcher: Yes/**Motion Passed**

Short-Term Certificate of Deposit (CD) Investment

- Motion made by Commissioner Scott and seconded by Commissioner Handrich to approve rolling over investment of $201,475 (plus earned interest matured 9/21/2026, followed by a secondary investment of $302,300 (plus earned interest as of 10/24/2026) 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. Diversifying investments is part of the overall agencies strategy and investment policy.
  Roll Call: Dutcher: Yes, Hardy: Yes, Surbook: Yes, Handrich: Yes, McCauley: Yes, Johnston: Yes, Hardy: Yes/**Motion Passed**

FY 26/27 Fee Schedule for Lead Testing, Maternal Infant Health Program and Immunizations

- Motion made by Commissioner Scott and seconded by Commissioner Surbrook to approve the lead testing, admin fee, and immunization fee schedules as presented with the lead testing fee of $29, vaccine admin fee of $46 for the first and additional vaccines at $37. Immunizations will also be adjusted to include an increase of 30%.
  Roll Call: Johnston: Yes, Scott: Yes, McCauley: Yes, Handrich: Yes, Hardy: Yes, Surbrook: Yes, Dutcher: Yes/**Motion Passed**

Stipend to Medical Director

- Motion made by Commissioner Surbrook and seconded by Commissioner Handrich to approve the motion to have the Medical Director receive $1,500.00 performance pay by 9/30/2026 utilizing Public Health Infrastructure Grant (PHIG) grant monies.
  Roll Call: Johnston: Yes, Scott: No, McCauley: Yes, Handrich: Yes, Hardy: No, Surbrook: Yes, Dutcher: Yes/**Motion Passed**

Harrisville NAS Backup Purchase

- Motion made by Commissioner Hardy and seconded by Commissioner McCauley to authorize the purchase of an NAS backup system for the Harrisville office in the amount of $9,439.13, utilizing Homeland Security Grant Funds. DHD2 solicited bids and received one bid from 1010 Technology the current IT vendor.
  Roll Call: Dutcher: Yes, Hardy: Yes, Surbook: Yes, Handrich: Yes, McCauley: Yes, Johnston: Yes, Hardy: Yes/**Motion Passed**

HIPAA Policies

- Motion made by Commissioner Scott and seconded by Commissioner Surbrook to approve the HIPAA Privacy Policies and Procedures as presented.
  Roll Call: Dutcher: Yes, Hardy: Yes, Surbook: Yes, Handrich: Yes, McCauley: Yes, Johnston: Yes, Hardy: Yes/**Motion Passed**

Correspondence

- Letter RE: HSRUA's Discontinuation of Fluoridation
- Letter RE: Removal from Corrective Action Plan Monitoring

Commissioner's Comments:

- None

Open to the Public:

- None

Adjourned

- Motion made by Commissioner Scott and seconded by Commissioner Hardy to adjourn at 10:33 am.
  All Ayes/**Motion Passed**

Terry Dutcher, Board Chair

Denise M. Bryan, MPA, Health Officer

Connie Shaw, Recording Secretary