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<b>BOARD OF HEALTH:</b>	Bruce DeLong	George Bailey	Phil Kohn
	David Pohl	Tim Gay	Adam Petersen

Mid-Michigan District Health Department  
 BOARD OF HEALTH  
 ORGANIZATIONAL MEETING  
 at  
 Montcalm Office  
 Stanton, Michigan

Wednesday, January 25, 2023  
 9:00 a.m.

**MINUTES**

*We take action to protect, maintain, and improve the health of our community.*

Members Present: Bruce DeLong, George Bailey, Adam Petersen, Timothy Gay, David Pohl

Members Absent: Phil Kohn

Staff Present: Mari E. (Liz) Braddock, Health Officer; Melissa Selby, Director of Administrative Services; Jennifer E. Morse, MD, MPH, FAAFP, Medical Director; Lonnie Smith, Director of Environmental Health (EH); Hailey Brewer, Acting Board Secretary; Krishna Santana, Executive Administrative Assistant

Staff Excused: Sarah Doak, Director of Community Health and Education Division (CHED)

Guests: None

Liz Braddock, Health Officer called the Organizational Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:00 a.m., on Wednesday, January 25, 2023, at the Montcalm Office of the Mid-Michigan District Health Department (MMDHD), Stanton, Michigan.

The Pledge of Allegiance was led by L. Braddock.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

As election of a Chairperson for 2023 had not occurred, L. Braddock opened the Organizational Meeting by requesting any additions or revisions to the Agenda.

**Motion made by B. DeLong and seconded by G. Bailey to approve the Agenda. Motion carried.**

B. ELECTION OF OFFICERS FOR 2023

1. Chairperson

L. Braddock requested nominations for Chairperson. B. DeLong nominated **A. Petersen**. Nomination seconded by G. Bailey.

**Motion made by B. DeLong and seconded by G. Bailey that the nominations be closed, and a unanimous ballot be cast for A. Petersen as Chairperson. Motion carried.**

Member	Yes
A. Petersen	X
B. DeLong	X
D. Pohl	X
G. Bailey	X
T. Gay	X
P. Kohn	Absent

The meeting was turned over to Chairperson, A. Petersen.

2. Vice Chairperson

Chairperson, A. Petersen asked for nominations for Vice Chairperson.

B. DeLong nominated **G. Bailey**. Nomination seconded by A. Petersen.

**Motion made by B. DeLong and seconded by D. Pohl that the nominations be closed, and a unanimous ballot be cast for G. Bailey as Vice Chairperson. Motion carried.**

Member	Yes
A. Petersen	X
B. DeLong	X
D. Pohl	X
G. Bailey	X
T. Gay	X
P. Kohn	Absent

C. APPOINTMENTS TO THE BOH FOR 2023

1. Appointment of BOH Secretary

A. Petersen said the agency's position of Executive Administrative Assistant is appointed as the BOH Secretary and carries out the posting of public notices for the BOH. He appointed Krishna Santana, Executive Administrative Assistant as BOH Secretary.

2. Appointment of BOH Standing Committee Chairpersons and Membership: Assignments for 2023

a. Finance Committee

A. Petersen appointed **B. DeLong, A. Petersen, and G. Bailey** to the Finance Committee. **G. Bailey** will serve as Chairperson.

**Motion made by B. DeLong and seconded by G. Bailey. Motion Carried.**

b. Personnel Committee

A. Petersen appointed **D. Pohl, T. Gay, and P. Kohn** to the Personnel Committee. **D. Pohl** will serve as Chairperson.

**Motion made by A. Petersen and seconded by B. DeLong. Motion Carried.**

c. Program Committee

A. Petersen appointed **D. Pohl, G. Bailey, and P. Kohn** to the Program Committee. **P. Kohn** will serve as Chairperson.

**Motion made by A. Petersen and seconded by B. DeLong. Motion Carried.**

3. Appointment of BOH Representatives to External Organizations and Committees – Assignments for 2023

a. Mid-Central Coordinating Committee

The Program Committee will serve as the representative for the Mid-Central Coordinating Committee. A. Petersen appointed **D. Pohl, T. Gay** and **P. Kohn**.

**Motion made by B. DeLong and supported by G. Bailey. Motion carried.**

b. Michigan Association for Local Public Health (MALPH)

**L. Smith**, alternate and **L. Braddock**, primary representatives to the MALPH.

**Motion made by A. Petersen and supported by G. Bailey. Motion carried.**

4. Appointment of BOH Representatives to Internal Committees for 2023

a. Quality Vision Action Team (QVAT)

The BOH Representative will be **G. Bailey**.

**Motion made by B. DeLong and supported by G. Bailey. Motion carried.**

D. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held December 12, 2022
- b. Mid-Michigan District BOH Regular Meeting held December 21, 2022

**Motion made by B. DeLong and seconded by G. Bailey to accept and place the Meeting Minutes D. 1. a. and b. on file. Motion carried.**

2. Communications –

- a. Mid-Michigan Local Sharing Award Letter 2023

**Motion made by B. DeLong and seconded by G. Bailey to accept and place the communications on file. Motion carried.**

E. PUBLIC COMMENTS: None.

F. BRANCH OFFICE EMPLOYEES: None.

G. COMMITTEE REPORTS:

1. Finance Committee:

- a. MMDHD's Expenses for December 3, 2022 through January 13, 2023

**Motion made by G. Bailey to approve the MMDHD's Expenses for December 3, 2022 – January 13, 2023, totaling \$950,099.10. Motion seconded by D. Pohl. Motion carried.**

- b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for December 2022.

**Motion made by G. Bailey to approve the MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for December 2022 and place on file. Motion seconded by B. DeLong. Motion carried.**

- c. BOH Per Diem Compensation and Travel Reimbursement

The BOH Per Diem Compensation and Travel Reimbursement Policy #042.0 was reviewed.

**Motion made by G. Bailey and seconded by B. DeLong to approve the BOH Per Diem Compensation and Travel Reimbursement Policy #042.0 as proposed effective February 1, 2019. Motion carried.**

2. Personnel Committee – No report.

3. Program Committee – No report.

4. Mid-Central Coordinating Committee – No report.

H. MEDICAL DIRECTOR'S REPORT: Jennifer E. Morse, M.D., MPH, FAFP

1. Viral Mutations and Vaccine Effectiveness  
Report is available in the meeting packet.

**Motion made by B. DeLong and seconded by G. Bailey to adopt the BOH Monthly Healthy Living recommendation for February and accept the Medical Directors Report and place it on file. Motion carried.**

I. HEALTH OFFICER'S REPORT: Mari E. (Liz) Braddock

1. Quarterly Service Report (QSR), First Quarter FY 22/23 (October 1, 2022 through December 31, 2022)

L. Braddock explained the QSR charts for the CHED and EH Division for the first quarter of FY 22/23.

2. Agreements Signed, December 15, 2022 through January 18, 2023  
Wellbeing grant was received.

3. Plan of Organization. Included.

**Motion made by B. DeLong and seconded by G. Bailey to adopt the Plan of Organization, obtain chairperson signature and place it on file. Motion carried.**

4. Opioid Settlement Distribution.  
Distribution of the settlement funding will be issued to the counties this month. L. Braddock will be attending community meetings to discuss how the health department can be involved.

**Motion made by B. DeLong and seconded by G. Bailey to accept the health officer's report and place on file. Motion carried.**

J. OLD BUSINESS:

1. Arsenic Water Sampling – Lonnie Smith

L. Smith discussed the upcoming sampling in Middleton to determine the extent of arsenic in the area. This will be the first round of sampling; additional sampling will continue to happen as results come in.

K. NEW BUSINESS:

1. Adoption of Proposed 2023 BOH Finance Committee and Regular Meeting Schedule

**Motion made by G. Bailey and seconded by B. DeLong to approve the 2023 BOH Finance Committee and Regular Meeting Schedule as proposed. Motion carried.**

2. Renewal of NALBOH membership – This issue is tabled; information will be sent to the board members and the issue will be revisited in February.
3. Emerging Issues - None

L. LEGISLATIVE ACTION: – None.

M. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, December 2022
2. Staffing Report, January 2023

N. RELATED NEWS ARTICLES AND LINKS: – <https://www.mmdhd.org/2023-board-of-health/>

1. ‘Perfect storm’ of illnesses results in cancelation of classes, sports and concerts for students, *Daily News*, December 17, 2022
2. January is radon action month, *Daily News*, January 10, 2023

O. AGENCY NEWSLETTERS:

1. January 2023 Newsletter

There being no further business to come before the Board, the meeting adjourned at 10:15 a.m.

Respectfully Submitted,

Krishna Santana, Board Secretary For  
Adam Petersen, Chairperson  
Mid-Michigan District BOH