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BOARD OF HEALTH:	Bruce DeLong Nicole Fickes	George Bailey Steven Sopocy	Adam Petersen Matt Murray
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Approved 5/28/25

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT (MMDHD)
 BOARD OF HEALTH
 REGULAR MEETING
 at
Montcalm Office, Stanton, Michigan

Wednesday, April 23, 2025
9:00 a.m.

MINUTES

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

- Members Present: Adam Petersen, Chairperson; George Bailey, Vice Chairperson; Steven Sopocy, Bruce DeLong, Nicole Fickes and Matt Murray
- Members Absent: None
- 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); Sarah Doak, Director of Community Health and Education Division (CHED); Krishna Santana, Board Secretary
- Staff Absent: None
- Guests: Ali Barnes, Yeo & Yeo; Jeanne Bean; Alexis Dawkins; Katrina Thomsen

Adam Petersen, Chairperson, called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:00 a.m. on Wednesday, April 23, 2025, at the Montcalm Office of the MMDHD, Stanton, Michigan.

The Pledge of Allegiance was led by A. Petersen.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

Petersen asked if there were any additions to the agenda, M. Selby requested the move of Item E. 1. c., Agency Audit, after public comments.

Motion made by G. Bailey and seconded by M. Murray to accept the agenda as amended. Motion carried.

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held March 10, 2025
- b. Mid-Michigan District BOH Regular Meeting held March 26, 2025

Motion made by S. Sopocy and seconded by M. Murray to accept Meeting Minutes B. 1. a. and b. and place on file. Motion carried.

2. Communications

- a. HHS COVID-19 Grant Termination
- b. Rural Health – Stop Work Notification
- c. COVID Funding Memo

L. Braddock reviewed the communication items for the board explaining the grant amounts that have been cut, how it will affect the agency and how the HRA (Health Resource Advocate) will affect the school districts. N. Fickes asked if there is any way to replace this funding, L. Braddock said the agency is looking into other grants/funding that may help with the loss of these funds.

C. PUBLIC COMMENTS: - None.

- E. 1. c. Agency Audit

Ali Barnes from Yeo and Yeo went over the audit, hitting on the highlights. She told the board their opinion was an unmodified/clean opinion. She commented on a few sections of the audit:

She reviewed pages 3-1, 3-3, and 3-5 with the board noting that the agency has a healthy amount of cash on hand which made up the majority of the balance sheet also pointing out the liabilities are less than the cash on hand. She reviewed the income statement that showed the majority of revenue is coming from the federal and state government followed by the counties with total revenues for the year just shy of 9.1 million dollars. She then went over the expenditures, stating that human costs were the highest and total expenditures for the year coming in at about 9.1 million dollars, using a fund balance amount of around \$17,000 which they consider almost breaking even. She also said the agency continues to have a healthy fund balance.

The WIC program was audited this year with no findings. However, on page 9, she noted there is one significant deficiency for the year. The deficiency is concerning segregation of duties, this is a result of staff turnover and training new employees. The recommendations are from this point forward assured there is a second staff member reviewing financials. She says on a positive note the the bank reconciliation was being completed and there were no issues with the reported numbers. It was communicated the corrective action plan will be followed. A. Barnes encouraged the board to read the

enclosed letter. A. Petersen said the board would like to thank M. Selby and L. Braddock for another clean audit.

Motion made by B. DeLong and seconded by M. Murray to accept the 2024 MMDHD Agency Audit and place on file. Motion carried.

D. BRANCH OFFICE EMPLOYEES: –

Jeanne Bean- Communicable Disease Nurse – Montcalm Office
Alexis Dawkins – Environmental Health Specialist – Food Inspections – Montcalm Office
Katrina Thomsen – Environmental Health Specialist – Well and Septic – Montcalm Office

E. COMMITTEE REPORTS:

1. Finance Committee – George Bailey, Chairperson

a. MMDHD’s Expenses for March 8 through April 4, 2025

The expenses were reviewed for the board by G. Bailey.

N. Fickes asked about a couple expenses, L. Braddock explained they were both for the HRA program which we pay out to the area schools.

Motion made by G. Bailey and seconded by M. Murray to approve payment of the MMDHD’s Expenses for March 8 through April 4, 2025, totaling \$676,546.14. Motion carried.

b. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for March 2025

G. Bailey told the board the information was included in the packet and asked for any questions.

Motion made by G. Bailey and seconded by M. Murray to accept the Balance Sheet, Revenue and Expenditure Report for March 2025 and place on file. Motion carried.

c. Agency Audit – *Item moved to beginning of meeting.*

d. Retirement Plan

M. Selby told the board the agency is seeking approval to pay MERS \$270,000.00 to the surplus account to partially compensate the unfunded liabilities as the agency currently has a fund balance of \$277,289.58 that has been reserved for future retirement costs. This funding has already been reserved and will not impact on the current year’s financial obligations.

Motion made by G. Bailey seconded by B. DeLong authorizing the agency to pay \$270,000.00 to MERS for the retirement plan. Motion carried.

2. Personnel Committee – Nicole Fickes, Chairperson – No Report.
3. Program Committee – Matt Murray, Chairperson – No Report.

F. MEDICAL DIRECTOR’S REPORT: Jennifer E. Morse, MD, MPH, FAAFP

1. No Report

G. HEALTH OFFICER’S REPORT: Mari E. (Liz) Braddock

1. Report – 2025 Health Rankings

L. Braddock presented the 2025 Health Rankings, telling the board this will be the last year for the report because the funding has been lost. The report looks at the length and quality of life for its rankings. She said in the last few years Clinton County has ranked close to the top; Gratiot has been in the middle and Montcalm has improved a lot in the last few years. She continued to go over the aspects of the report, noting how important access is for the counties (access to health care, dentists, mental health and nutritional food).

2. Quarterly Service Report

L. Braddock went over the quarterly service report. She noted WIC has high numbers as usual, and she said there has been a location change for Gratiot WIC clinics. It was said we struggle to find family planning clients. Immunizations as always are a bit higher during flu season, she also mentioned at this time anyone can walk into our offices and receive an MMR vaccination. She went on to the food program noting how busy this program keeps us, inspecting every restaurant twice a year in our district. G. Bailey asked if a food truck would come to the agency to be inspected, she told the board our inspectors go to them in order to inspect during a normal service. She continued to go over the septic and well permits issued as well as nuisance complaints.

3. MMR Coverage Data

L. Braddock said Montcalm is now in measles outbreak status and as a result we are offering free measles clinics at two different locations with evening hours. We have been awarded funding to offer these clinics and office vaccines at no cost to the public. It was also stated the Clinton County nurses are working on cases associated with the Ingham County measles case.

4. Agreements Signed, March 20 to April 16, 2025

L. Braddock told the board the contracts signed this month have to do with the children’s special health care program.

Motion made by B. DeLong seconded by S. Sopocy to accept and place on file the Health Officer’s report. Motion carried.

H. OLD BUSINESS:

1. Clinton dental clinic update.

L. Braddock said she wanted to inform the board MCDC has vacated the Clinton County office however they still have equipment in the space, they have asked if we could waive the rent for the next couple months, L. Braddock said that was not the agency's decision to make, it should come back to Clinton County.

I. NEW BUSINESS: - None.

1. Emerging Issues – None.

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, March 2025
2. MMDHD Staffing Report

L. RELATED NEWS ARTICLES AND LINKS: <https://www.mmdhd.org/2025-board-of-health/>

1. 'Gratiot County Board of Commissioners Tackle Range of Issues' – *Gratiot County Herald* – March 27, 2025
2. 'More than 3,500 first aid kits with Narcan distributed throughout Montcalm County' – *Daily News* – March 27, 2025
3. 'Measles Confirmed in Montcalm County' – Press Release (picked up by multiple media outlets)

There being no further business to come before the Board, G. Bailey made a motion to adjourn seconded by M. Murray, the meeting adjourned at 10:02 a.m.

Respectfully Submitted,

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